



ARRIVAL AND DISMISSAL POLICY AND **PROCEDURES** **PRIMARY SCHOOL**

Owner	Head of Primary
Authorised by	Headteacher and Governors
Dated	September 2020
Review	September 2021

Primary Procedure for Arrival and Dismissal of Pupils at the start and end of the day

Arrival

Breakfast Club is an additional service, offered daily for Primary children between 7.30-8am. This is supervised by staff and takes place in the Junior Hall. Any children who have attended Breakfast Club are taken to the appropriate playground at 8am. Children who attend Breakfast Club will be charged monthly.

Primary pupils may arrive at school at any time between 8am and 8.30am.

The infant children enter the school via the Pastures Hill entrance. The children in EYFS enter the Infant playground unless it is very cold, wet or dark, then they go into classrooms. The children in Years 1 and 2 enter the Infant Building via the main entrance door and are supervised in the Infant Hall.

The Junior children enter the school via the Hillsway entrance and are supervised on the tennis courts (weather permitting) until the bell rings. The Junior classrooms are available from 8.00am, if required. Staff are on duty for supervision from 8.00am. For Health and Safety reasons parents are asked to drop their children off at the gates and remain outside of these areas. Staff on duty monitor the gates and the playground. We request that parents are respectful to ensure that conversations with staff are short, preventing long distractions from supervising the pupils sufficiently. We encourage parents to place messages for staff in book bags or send emails directly to the class teacher. At 8.30am, both EYFS and Junior children line up and enter the school a class at a time. The children in Years 1 and 2 are directed to classrooms from the Infant Hall.

Exceptions: Families with children in infants and juniors may drop off their infant children first and direct the junior-aged child to walk down the central steps to the tennis courts.

Dismissal

In EYFS, the Reception exit doors are used at 3.30pm to ease congestion. The class teacher or classroom assistant takes the pupils out on to the outdoor play area via the designated door. Parents remain outside of the infant playground. Another staff member, positioned outside of the playground at the end of the path, manages the release of the children when the correct parent can be seen.

In Years 1 and 2, the children are escorted by a teacher or teaching assistant to the main entrance/exit doors of the infant building where they are released once the correct parent can be seen.

In the Junior school, each year group is escorted to the tennis courts by a class teacher in 5 minutes intervals to ease congestion:

3:30 – Year 3

3:35 – Year 4

3:40 – Year 5

3:45 – Year 6

The Y3 – Y6 teachers will dismiss their own classes from the tennis courts. Any remaining pupils are taken to Primary Extra Time and parents will be charged accordingly.

Any junior aged children meeting a parent who is collecting an infant sibling, will be escorted by a teaching assistant via the path leading to the infant playground. To avoid congestion via the infant pathway, junior pupils will only be released once all of the infant children have been collected and once the correct parent has been seen.

Any pupils using the school bus will be escorted to the buses.

On Tuesdays and Wednesdays late waiting takes place until the Senior School finishes at 4.00pm. A teaching assistant will supervise the junior children aged children (in discrete bubbles) in the Junior Hall until 3:45 when children in Years 3-6 who are in late waiting are escorted to PET. The infant children who require late waiting will be supervised in PET. Any pupil waiting for the school buses on a Tuesday or Wednesday will be in Primary Extra Time before being escorted to the buses.

Any child attending an extra-curricular club after school will be released to the approved adult at the end of the session by the person running the club. Any pupils left at the end of any activity will be taken to Primary Extra Time.

During the day phone messages are taken notifying us of changes in arrangements for collection, or messages are placed in book bags by parents for the attention of the class teacher. These are immediately passed to the relevant teacher and the child informed. Messages are often given to Primary Extra Time about children attending for the evening and Katrina Smith, who runs the Primary Extra Time, passes those to the relevant teacher. Where messages are received later in the day it is important to ensure that these have been received by the relevant teaching staff.

If a parent volunteers to take their child's friend, they need to inform the teacher and if in doubt the teacher needs to contact the parent to clarify the arrangement, as there have been cases where late parental arrivals have led to confusion.

In the case of a supply teacher or student teacher dismissing a class, a classroom assistant or another teacher will normally be present to clarify the identity of parents.

The KS1 and KS2 classes are reminded at regular opportunities the importance of staying safe, not wandering off from parents into the car park and to return to the teacher to wait if no one has arrived for them.

Parents are asked to ensure that their children are picked up promptly at the end of the school day. If no message has been received to indicate that parents will be late then, 10 minutes after the designated collection time, the children will be taken to PET and charged accordingly.

Once parents have collected their children it is their responsibility to supervise their children. The school cannot be responsible for accidents which happen to children after they have been collected by parents.

Emergencies:

If a parent is unavoidably delayed in picking up their child, they are asked to contact school to inform them as soon as practicable. If the member of staff is unable to wait with the child they will be taken to PET and the parent will be charged accordingly.

If there is a child left by 6pm and we have had no communication from parents to explain the situation we will have no option but to contact social care.