

Arrival and Collection Policy

Updated November 2009

Introduction

The School prides itself in being one of the safest units in the borough – no Preparatory School child is allowed to go home on their own, children are only handed over to responsible adults with written/signed permission from parents/guardians and our doors are not opened in between sessions to safeguard against intruders entering the building.

Opening of the doors to parents/carers at the beginning and at the end of each school are as follows.

Early Years Foundation Stage

Arrival of Early Years Foundation Stage Children

The Annexe door, where Foundation Stage children are taught, opens at 8:30am to parents and carers to drop off children in Pre-Reception and Reception Classes prior to registration at 9:00am each school day during term time, via the main gates/main door of the unit, which is opened and manned by members of staff.

At 9:00am the children go inside if not already inside and the main door and gate is closed. After this time parents/carers will need to knock on the door and the door will be opened. We do not turn children away and ask them to return for the afternoon session.

Collection of Early Years Foundation Stage Children

Children in EYFS are collected at 3:20pm, no later, every day of the week. The only exception is if the child is on the Registered Ballet Club and staying for dance on Thursday when the collection time is 4:45pm sharp.

There is no provision for Early Years Foundation Stage Children to be cared for in an After School Club if parents/carers are late collecting. Children will not be sent to any club and will wait to be collected by parents at the earliest.

Dismissal is through the main door/metal gate of the unit.

Key Stages 1 to 4

Arrival of Key Stage 1 and 2 Children

The school operates an open door to parents and carers to drop off KS1 and KS2 (Years 1 to 6) children in the Main School Building.

Drop off time is between 8:30am and 8:55am (register time) each school day during term time, via the Morning Entrance Door (which is open and manned by three members of staff).

At 8:55am the morning Entrance Door is then closed, and children are late for school. If children are late for school parents will need to ring the buzzer on the Main School Door which is closed but is manned throughout the morning for late comers. We do not turn children away and ask them to return for the afternoon session.

Arrival of Key Stage 3 and 4 Children

Children in the Upper School arrive at school at 8:30am for registration and tutor period via the Main School Door. This door is always closed and is opened at the buzzer ring.

Collection of Key Stage 1 to 4 Children

Three doors are in operation at collection time. The Morning Door, the Main Door and the Mail Door (the door by the pillar box outside the school on the main road).

Children in Class 1 exit from the Morning Door. Children in Class 2 exit from the Mail Door (by the mail box outside the school). Children in Classes 3, 4, 5, 6, and 7 exit from the Main Door. Changes to this arrangement for special events such as concerts are notified in advance.

On Monday, Tuesday, Wednesday and Thursday during term time, excluding the first and last day of each term, the school has two dismissal times – the usual end of School 3:30pm and a 4:45pm dismissal time for children who attend After School clubs. Details of clubs are on the web site.

At 3:30pm sharp the doors are opened – they stay open for exactly 10 minutes to allow for delayed parents and then at 3:40pm sharp they are closed and are not re-opened again until 4:45pm on Monday, Tuesday, Wednesday, and Thursday - Term time only (except the first and last day of each term). No After School facility takes place on Friday when 3:30pm sharp collection is the only collection.

If parents miss the 3:30pm collection (door closes at 3:40 sharp) after School they will not be able to collect their child until 4:45pm. There is no mechanism to ring the school to book a late collection. The door will not be opened. Parents with planned appointments should arrange to collect their child earlier than 3:30pm to save disappointment if parents run late through no fault of their own.

Those parents who are unable to collect on time are advised to organise their child to be collected by another responsible adult and complete the paperwork to put this in place. The School will hand a child over to another adult (over 14 years of age) on written, signed instruction from parents. Should no-one collect by 3:40pm then children will be sent into one of the free After School Club with a drink and a small snack to be collected at 4:45pm.