



Policy for Pick Up and Drop Off of Children at School

Updated September 2024

Morning Drop Off

8:50am - 9:00am for all children. Children wait with parents outside school premises until 8:50am when a member of staff opens the gates. Parents are responsible for ensuring their children safely enter the playground but a member of staff assists by standing on the pavement by the public house's drive.

Children enter the playground and go straight into school via their class doors:

Ducklings: Duckling classroom door with their parents

Beech: Reception - parents take their child to the children's entrance where Miss Foley will greet the child. Y1 independently leave parents at the gate and walk into school through children's entrance.

Hazel: Y2/3 independently leave parents at the gate and walk into school through the classroom door.

Oak: Y4/5/6 independently leave parents at the gate and walk into school through the children's entrance.

All teachers are in their classrooms ready to greet the children and settle them to their morning work. All children are expected to follow this routine and know that they must go straight to the classroom after hanging up their coats. All children are expected to be in their classroom by 8:55am.

At 9:00am the two yellow gates and side gate are locked by the member of staff on duty. Any children arriving after this time must go to the school office with their parents. School staff on duty checks the back playground to ensure all children have gone into their classroom as instructed. Registers are called at 9am and any children not arriving in school are reported to the school office. If we haven't heard from parents regarding the child's absence, the school office will ring to ascertain the reason.

End of the day collection

3:30pm Duckling parents queue on the bark area and Sue will hand over one child at a time. Parents and children to leave school via the bark area.

3:30pm - Reception and Y1 parents to queue on the coloured area by the pirate ship. All children wait in the classroom with staff. Miss Foley will allow each child to go to their

parents one by one according to the queue line. We ask that if parents want to talk to Miss Foley that they just wait until she has dismissed all children.

3:30pm - Hazel Class. Children will stay inside class. Class teacher will allow each child to go to their parents one by one according to the queue line. Parents to wait in a queue on the back playground near the number ladder. We ask that if parents want to talk to the teacher that they just wait until she has dismissed all children.

3:30pm - Oak Class. Children will leave via the front door but will wait inside until the teacher sees the parent and lets one child go at once. Again, parents must wait until the class has been safely dismissed if they would like to talk to the class teacher

Clubs before school

It is each parent's responsibility to ensure their child is handed over to the staff member at the agreed place. Children must not be left without being handed over.

Clubs at the end of the day

The coach / teacher is responsible for the child until they have handed them over to their parents. If the activity has taken place on the field, parents must collect via the service drive and collect from the gate. If the activity is on the playground, we ask that parents wait by the gate. The coach / teacher will dismiss the children one by one so we can safely hand them to parents.

Collection by another adult

We ask all parents to ensure the class teacher knows in advance if another adult is collecting their child. Ideally this will be via email to the class email box or verbally to the staff member on duty in the morning. If we haven't been informed, we may ring the parents to ascertain whether this has been approved. Passwords and approval will be used on collections that we haven't been informed about.

We really appreciate all children and parents keeping to this policy so that all of our children are kept safe.