

Arrangements for the drop off / handover of pupils at Millhouse Primary School

The following are the school's arrangements, agreed by staff and endorsed by the Governing Body, for the drop off and handover of pupils at the start and end of the school day.

CLASS 1 (Miss Broxholme)

The gate at the side of Class 2 will be opened at 8:45.

Parents/ carers should accompany their children around to the Class 1 door. This will be opened at 8:45. Parents should bring their children into school, support with taking off coats in the cloakroom and accompany their child into the classroom. Parents/ carers may stay to help their children with the selection of dinners/ their morning tasks. A bell will be rung at 9:00am and parents/ carers are expected to leave at this time through the Class 1 door. Parents/ carers may leave before 9am but should ensure that their child is brought into the classroom and handed over to staff members.

Children in Class 1 will be handed to their parents/carers at the end of the school day via the Class 1 exit. Parents/carers have a duty to arrive at school at 3.30pm in time to receive their child; if they are unable to do so they must inform school so that children can be retained safely in class.

Children become the responsibility of parents/carers as soon as the handover from staff takes place. Parents must inform school if their child is to be collected by someone unknown to the school.

CLASS 2 (Mrs. Musgrove)

The gate at the side of Class 2 will be opened at 8:45.

Parents/ carers should accompany their children around to the Class 2 door. This will be opened at 8:45. Parents may bring their children into school and accompany their child into the classroom or can choose to hand their child over to a member of staff at the door. Parents/ carers may stay to help their children with their morning tasks if they wish. At 9:00am parents/ carers are expected to leave through the Class 2 door. Parents/ carers may leave before 9am but should ensure that their child is handed over to staff members.

Children in Class 2 will be handed to their parents/carers at the end of the school day via the Class 2 exit. Parents/carers have a duty to arrive at school at 3.30pm in time to receive their child; if they are unable to do so they must inform school so that children can be retained safely in class.

Children become the responsibility of parents/carers as soon as the handover from staff takes place.

If parents need to collect siblings from Class 1, staff will 'hold on' to children until collected.

CLASS 3 (Miss Buckley)

The cloakroom door will be opened at 8:45 for children to enter school. Children are encouraged to be independent from Class 3 onwards and enter school by themselves.

At the end of the day, children from Class 3 will leave their classroom at 3.30pm.

Parents should wait for their children near the Class 3 entrance.

The class teacher/ teaching assistant will accompany the children out of the class and will remain with them, in Class 3's porch area until all pupils are safely collected.

Parents/carers have a duty to arrive at school at 3.30pm in time to receive their child from the designated area; if they are unable to do so they must inform school so that children can be

retained safely in the main school until their arrival.

Children become the responsibility of parents/carers as soon as the handover from staff takes place.

CLASS 4 (Mr. Ritchie)

The cloakroom door will be opened at 8:45 for children to enter school. Children are encouraged to be independent and enter school by themselves.

At the end of the day, at 3:30pm, children from Class 4 will leave their classroom.

Parents should wait for their child near the Class 4 entrance.

The class teacher/ teaching assistant will accompany the children out of the class and will remain with them, in Class 4's porch area until all pupils are safely collected.

Parents/carers have a duty to arrive at school at 3.30pm in time to receive their child from the designated area; if they are unable to do so they must inform school so that children can be retained safely in the main school until their arrival.

Children become the responsibility of parents/carers as soon as the handover from staff takes place.

Class 5 (Mrs. Crouch)

The gate at the side of Class 2 will be opened at 8:45 for children to walk around to Class 5 and enter their classroom.

Pupils from Class 5 will leave the school via their classroom door and walk around school to the playground.

Children must return to their teacher or any member of staff if they are expecting a parent/ carer to collect them and they are not waiting for them in the playground/ outside the classroom.

If parents/carers are collecting pupils, they have a duty to arrive at school at 3.30pm in time to pick up their child; if they are unable to do so they must inform school so that children can be retained safely in class/school until their arrival.

Children become the responsibility of parents/carers as soon as they are united with their child.

General

Please note, parents must inform school if collection arrangements change e.g if a person not known to the school is collecting their child.

Parents should inform school if their child is being collected by a child care provider .

Pupils who are collected by child care providers are brought by staff to Reception and supervised by a staff member until the child care provider arrives.

Parents should inform school if they wish school staff to place their child on the bus. They should ensure school is informed in writing if these arrangements change. Parents are responsible for ensuring that pupils are collected from the bus when they reach their destination.