

Arrangements for the drop off / handover of pupils

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 (Mrs. Green)

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

Parents/ carers should accompany their children to the Class 1 door. This will be opened at 8:45am.

Children in Class 1 will be handed to their parents/carers at the end of the school day via the Class 1 door. 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. Summers)

The Class 2 door near to Reception will be opened at 8:45am for children to enter the classroom.

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 (Mr. Ritchie)

The cloakroom door will be opened at 8:45 for children to enter school.

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 4 (Mrs. Crouch)

The gate on the lane at the side of Class 5 will be opened at 8:45 for children to enter their classroom.

Pupils from Class 5 will leave the school via their classroom door and exit through the gate onto the lane. Y6 pupils will be allowed to walk home on their own – please inform staff if you wish to collect them. It is expected that Y5 pupils are collected. 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

Classroom doors are open between 8:45-9:00am for entry in the morning.

Please note, parents must inform school if collection arrangements change e.g if a person not known to the school/ who does not ordinarily collect 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.