

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.

ROBINS CLASS (Mrs. Green)

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

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

Children in Robins Class will be handed to their parents/carers at the end of the school day via the Robins Class side 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.

PUFFINS CLASS (Mrs. Summers)

The Puffins Class door near to Reception will be opened at 8:45am for children to enter the classroom. Children in Puffins Class will be handed to their parents/carers at the end of the school day via the Puffins Class 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 other classes, staff will 'hold on' to children until collected.

KESTRELS CLASS (Mr. Ritchie)

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

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

Parents should wait for their child near the Kestrels Class entrance. The class teacher/ teaching assistant will accompany the children out of the class and will remain with them, in Kestrels Class' 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.

EAGLES CLASS (Mrs. Crouch)

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

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

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. Parents should wait for their child near the Eagles Class entrance. 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 school 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.