

# Leigh St Mary's Church of England Primary School



## Arrival and Collection Policy

September 2023

**INSPIRE** To be the best that I can be

**BELIEVE** To believe I can make a difference for good in this world

**ACHIEVE** To know I have the roots to grow and the wings to fly

At Leigh St Mary's Church of England Primary School we promote a life-long love of learning. Through enriching, exciting learning opportunities and a creative curriculum, children are given the foundations to flourish. Our Christian values are at the heart of our school and provide us with a culture of happiness, respect and trust.

We aim to promote a sense of belonging within a warm, nurturing environment where children feel safe and valued. We celebrate cultural diversity and believe that every child should have the opportunity to be the best that they can be.

Through our encouragement of good manners, kindness and friendship we aim to ensure our children display the values of good citizenship. We hope to instil in our children an 'I can' attitude and to provide our children with the tools to succeed in an ever changing world.

## Arrival at school

Your children are precious. When bringing your child to school or collecting from school by car, **please do not obstruct the school gates or park on the yellow lines, the zig-zag lines or the pavement outside school.**

## Start of the Day

The gate will open to allow parents into the playground at 8:40am, the class shutters will go up and the class teacher will open the classroom door at 8.45am. Class teacher or Teaching Assistant will be 'on hand' to assist in the morning.

Children will line up (can be in assembly line if you like)

Children will be brought into school through the classroom doors. All staff ensure that there is a calm start to the school day.

## Early morning work – Morning Challenge

All teachers must set early morning work for children to complete as they enter the classroom and sit down at their tables. This should be linked to the development of curriculum knowledge. It is completed in their Morning Challenge books.

During this time the class teaching assistant can be used for some focused 1:1 support out of class or to support/monitor the children's Morning Challenge.

The register will be taken before 9:00am. Lunchtime choices will be quickly taken on the computer.

Once the register has been taken, the class will say the St Mary's Prayer and the lessons will begin at 9:00am.

The school is responsible for children after the responsible adult hands the child over to school staff from 8.45am. Once a child arrives on school premises they must not leave without permission. The school day begins at 8.55am and ends at 3.15pm.

The school office is open from 8.45am for parents wishing to speak to the office staff. Please respect other parents' confidential conversations and wait inside the school foyer.

## Punctuality

The school actively discourages late arrival. The school allows the register to be kept open for up to thirty minutes from the beginning of registration. The register opens at 9:00am and closes at 9.25am. Parents/carers of a child(ren) arriving at school after 9.00am **must complete the late slip explaining the reason for being late and** then will be escorted by admin staff to their classroom.

## Illness, Medical and Dental Appointments

Pupils should be encouraged to make appointments out of school hours. Children leaving school premises during school hours must be signed out in the register kept in the school office. Appointments can be recorded in the child's diary, but please also inform the school office.

## Collection from school.

Children from Early Years, KS1 and KS2 will be handed into the care of a responsible adult at the end of the school day. The adult collecting the child **MUST** have the password or the child will **not** be released from school. Parents and carers should inform the class teacher or the school office if someone different is going to collect their child and ensure they know the password. If we are unsure about a change in collection arrangements we may check with parents by telephone. Please ensure contact details are always up to date with the school office.

Children attending extra curricular after school clubs led by a member of staff will be handed into the care of a responsible adult or allowed to walk home, as indicated by parents or carers on the club permission slip.

If, as the result of a family breakdown or a court order one parent or partner is no longer allowed access to a child, please inform the school in writing immediately. Equally as important, please inform us as or when the situation is resolved.

Any person who appears unfit to take full responsibility for the child they have arrived to collect will not be allowed to take the child from the premises. If the said person is parent or carer of the child in our care, we will try to contact other contact names on the school data sheet. If that is not possible and the situation cannot be resolved and we feel that the child is at risk, we will contact the duty officer at the Social Services Department or the police.

Policy Agreed: September 2023

Review Date: September 2025