

# NEWBOLD SCHOOL

## Arrival and Departure of Children

*Reviewed September, 2019 by Mrs J Crissey (Headteacher)*

*Ratified by Newbold School Board of Governors Autumn Half term 2 2019*

### ARRIVAL

Staff supervision for children is not available at school until 8.45 a.m. Children remain the responsibility of their parents, or those who bring them to school, until the school doors are opened and a staff member is situated on the playground. Children **must not** be left alone in the playground before 8.45 a.m. Our Breakfast Club is available to parents who need supervision for their children from 7.30-8.45 a.m.

Early Years: Parents/carers should proceed directly to their child's classroom at 8.45 a.m. via the F1/F2 entrance gate and should assist their child with hanging up coats and changing shoes. Parents should leave promptly after drop off unless the Early Years staff feel it is necessary for them to stay longer.

Children from years 1 – 6 may play outside in the playground from 8.45 a.m. and will be supervised by a staff member until they are called to line up at 8.50 a.m. to enter school. Children in Years 1 to 6 should enter school independently - i.e. parents should not accompany them inside the school building; our corridors are too narrow to accommodate adults. Also, because most of the cloakrooms have toilet areas attached, having adults present becomes a safeguarding issue.

### DEPARTURE

#### Foundation 1

Parents/carers of children leaving after the morning session should access the outside door to the classroom through the Early Years' outdoor area. The children will be released into the care of the person collecting the child at 12.10 pm Monday to Thursday, and 12.30 pm on Fridays.

Parents will be asked to create a family password, which they will share with anyone designated to pick their child up from school. F1 staff will keep a secure record of the designated adults and password. If the person designated to pick up the child does not know the family password, we will not release the child to them until parental consent has been given (even if we know/recognise the person). This system will ensure no mistakes are made. If a designated childminder attempts to collect the child whom they look after on a non-designated day, we reserve the right to check with parents to confirm the new arrangement before releasing the child.

#### Foundation 2 – Year 6 (and F1 children attending full days)

Children are normally released from school at 3.30 pm Monday to Thursday, and 12.30 pm on Friday. Parents/carers should collect their child/children from the outside door of their classroom on time. The password system applies to children in F2. Children will not be released to anyone under the age of 16.

## **Late Pick Up**

A 'Late Book' will be kept to maintain records on persistent late pick ups. Please be aware that persistent lateness, both arrival and departure, is a safeguarding concern and will need to be addressed by the headteacher.

If the normal parent/carer is not able to collect the child, notice should be given to the school either by a phone call or in writing, letting the school know who will collect their child. If, on rare occasions, parents are unavoidably delayed, they will need to make a phone call to the office, using the answer phone if necessary. In these circumstances, the parent must speak clearly and state the child's name. Children will not be released to anyone other than the child's parents/carers unless prior notice has been given by the parent/carer. Children will not be released into the care of older siblings who are under 16 years of age. Children who are being picked up late will wait in Year 3-4 classroom with a member of staff.

**NB: Due to persistent lateness, we charge a late fee to discourage this practice. If a child is dropped off or picked up late before or after school, we will charge £4.30, which will either go directly onto your fees or you can pay immediately at the school office. Children who arrive after 9 a.m. will be charged £4.30. Children picked up late will be charged £4.30 per 15 minutes of lateness. The first 15 minutes is charged after 3.40 p.m., the second from 3.50 p.m. etc... We will let you know when the fee has been applied. Please note that late fees are not negotiable. It is your responsibility to get to school on time and to keep the school informed of your situation. Although this strategy may seem harsh, polite requests for promptness have had no effect.**

Similarly, due to parents taking term-time holiday, which has resulted in the school's attendance dropping below the national average. Consequently, we have introduced a term-time holiday fee of £50 per day, per child, for unauthorised holiday for children of statutory school age. Even if you inform the office that you are going on holiday, the fee will still apply. Again, politely asking parents to adhere to the school's attendance policy has had no effect. We may also ask parents to provide a doctor's certificate in cases of persistent absence due to illness.

Exceptions to charges are as follows: illness, doctor's appointments, other health-related appointments or other pre-negotiated exceptional circumstances/situations at the school's discretion.