



## **NEWBOLD SCHOOL**

### **Arrival and Departure of Children**

*Reviewed September, 2020 by Mrs J Crissey (Headteacher)*

*To be ratified by Newbold School Board of Governors by October 2020*

#### **ARRIVAL**

Due to COVID-19 children must go directly to class. Prior to COVID-19, parents would come onto the playground, children would be able to play together before the start of school and a member of staff would be present to supervise; this will no longer happen. Children must go directly to class and parents of children from Years 3-6 should not enter the school grounds without an invitation or an appointment.

There should be only one parent/carer accompanying each child to/from school. All parents on school premises must wear a face covering and must leave promptly - following the one-way system in place (keeping the building on your right to exit out of the wooden gate onto Popeswood Road).

Early Years: Parents/carers should proceed directly to the F1/F2 garden gate, from the wooden gate on Popeswood Road, at 8.55 - 9.00 a.m - waiting on the painted markers. Parents should leave promptly after drop off, unless the Early Years staff feel it is necessary for them to stay longer, in which case they will wait in the Early Years garden to settle their child.

Year 1-2: Parents/carers should enter the playground and proceed directly to the external door of their classroom at their allotted time of 8.50-8.55am - waiting on painted markers.

Children from years 3-6 should enter school independently (at the external classroom door) at their allotted time of 8.45-8.50am i.e. parents should not accompany them onto the school site. Parents must not enter any part of the school building without an invitation, due to COVID-19 restrictions.

#### **DEPARTURE**

##### **Foundation 1**

Parents/carers of children leaving after the morning session should enter the wooden gates on Popeswood road and wait on the markers by the F1/F2 garden gate. The children will be released into the care of the person collecting the child at 12.05 pm Monday to Thursday, and 12.20 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. The password system applies to children in F2.

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

Children are normally released from school at 3.30 p.m. Monday to Thursday, and 12.30 p.m. on Friday. However, we have staggered departure times until further notice:

Early Years: Parents/carers of children should wait (on the markers) outside the pedestrian gate of the Early Years garden (same as drop off). The children will be released into the care of the person collecting the child at 3.20 p.m. on Monday to Thursday, and 12.20 p.m. on Fridays.

Year 1-2: Parents/carers should collect their child/children from the external door of their classroom on time at 3.25 p.m. on Monday to Thursday, and at 12.25pm on Fridays.

Year 3-6: Parents/carers should collect their child/children from the external door of their classroom on time at 3.30 p.m. on Monday to Thursday, and at 12.30 p.m. on Fridays.

Parents/carers should leave promptly, following the one way system to exit out of the wooden gate onto Popeswood Road.

**Children will not be released to anyone under the age of 16.** 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 (or to Mrs Jennings if your child is in Early Years). 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 who are being picked up late will wait in their classroom with a member of staff.

### **Late Fees**

It is very important that parents arrive on time and pick their child up on time - especially now that designated start times have been allocated per class to support COVID-19 social distancing measures. We recognise that, occasionally, mishaps occur that will make timely pick-up/drop-off challenging, but we cannot accept excuses such as traffic, sleeping in etc... A 'Late Book' will be kept to maintain records on persistent late pick ups/drop offs.

A late fee of £4.30 per 15 minutes of lateness will be charged at the school's discretion, regardless of the reason and regardless of good track record (this is to ensure everyone is treated equally and fairly). The first 15 minutes is charged one minute after the start of your allotted staggered

time and every 15 minutes thereafter. 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 and due to the increased importance of timekeeping due to COVID-19 restrictions, we must be strict on this point.

If the school goes into lockdown again, the late fee will also apply to key workers.

Similarly, due to parents taking term-time holiday, which has, in the past, resulted in the school's attendance dropping below the national average, we have introduced a term-time holiday fee of £50 per day, per family, for unauthorised holidays 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.

Written by Mrs Jennings and Mrs Crissey.  
3rd September 2020