

Pupil Arrival and Dismissal Policy

Revised September 2018

At The Baird Primary Academy, the safety of our pupils is paramount and we place an emphasis on our safeguarding practice throughout the academy.

We recognise that arrival to the academy and dismissal from the academy is a time when our pupils' safety needs to be carefully monitored. This policy therefore identifies the arrangements in place to ensure high quality safeguarding practice.

Pupil Arrival

Pupils should be brought into the academy by an **adult who is over 16**. Only Year 6 pupils may walk into the academy unsupervised.

Teachers will be out on the playground / outside area from 8.40am for parents to approach and talk to. Parents and carers should wait on the playground / outside area with their child until the bell rings, at which point the pupils in Years 2 to 6 should move to their lines. In EYFS and Year 1 the teacher will open the door for the pupils to enter the classroom.

On the large playground, parents with children in Years 2 to 6 should wait in the designated area (away from the pupil lines) to ensure that teachers can safely move their classes into the academy.

Should a parent wish to speak to the class teacher they should either approach them before the bell rings (when the teachers will be out on the playground) or book a separate appointment.

If a pupil arrives to the academy after their line has started to move off of the playground, the pupil may join the line on the driveway however parents should wait away from this area to avoid congestion.

A member of Academy staff will be positioned on the main playground to meet any pupils in Years 2 to 6 who are late until 8.55am. At 8.55am all playground gates will be closed, and pupils should enter the academy via the main office.

Pupil Dismissal

At the end of the day, EYFS and Year 1 pupils will be dismissed from the doors of their classrooms directly to parents and carers. **ONLY AN ADULT OVER THE AGE OF 16 MAY COLLECT EYFS / KEY STAGE 1 PUPILS.**

In the event that a child under the age of 16 comes to collect an EYFS Key Stage 1 pupil, they will not be dismissed to the child and the parents will be contacted.

Pupils in Years 2 to 6 will be dismissed onto the playground. Parents and carers should wait in the designated area to ensure the safe dismissal of the pupils.

Parents may either approach the front of the class line or teachers will make eye contact with parents and carers to show that they have seen the appropriate person is collecting their child. At this point the pupils will be dismissed to the parent or carer. We ask that parents have patience and are aware that more than one parent may wish to speak to the teacher, so that teachers are able to dismiss safely to the appropriate and correct adult.

ONLY AN ADULT OVER THE AGE OF 16 MAY COLLECT PUPILS IN KEY STAGE 2.

Year 6 pupils **ONLY** may walk home alone. To enable a Year 6 pupil to walk home alone, they should provide a signed letter from their parent or carer stating that they have permission to walk home alone. **They will not be allowed to take any younger siblings with them.**

Year 6 **ONLY** will be allowed to bring a mobile phone into the academy **ONLY** when they are walking home. This should be handed to the class teacher and will then be locked within the teacher's cupboard. Pupils are not permitted to keep their phones on them during the school day. **No other pupil should have a mobile phone in school.**

For parents who have several children in the academy, they should collect their younger child / children first and then go to collect the older sibling. Teachers will wait with pupils until they are collected.