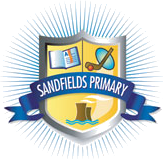
Sandfields Primary School



Procedures for Dropping Off and collection of Pupils***SANDFIELDS PRIMARY SCHOOL***

***Procedures for ACCEPTANCE and Collection of Pupils:***

***NURSERY CLASS***

***Acceptance of Pupils at Start of School Session***

**Morning and Afternoon Sessions**

Parents/Carers bring their children to the Nursery door and are greeted by the teacher and Teaching Assistant.

***Collection of Pupils at the End of the School Session***

**Morning and Afternoon Sessions**

At the end of the session the teacher opens the nursery exit door, acknowledges the responsible adult and calls the relevant pupil forward via the teaching assistant (using the full name) and releases the pupil to the responsible at the main entrance where pupils are signed out.

The teaching assistant remains with the rest of the pupils on the carpet area. If there is no responsible adult present the staff will keep the pupil in the classroom to await their arrival.

If the adult collecting a pupil is not known to the staff, before releasing the child, he/she will be taken into the office until the admin staff can contact the responsible adult for permission to release the pupil. This procedure is also carried out if the adult is known to staff, but they haven’t been informed of the change in arrangements for collecting the pupil.

***Reception/Year 1/Year 2***

***Acceptance of Pupils at Start of School Session***

Doors are opened at 8:40 a.m. and parents allow pupils to enter the individual classrooms under the supervision of the school staff. Breakfast Club pupils are collected by Teaching Assistant at 8.40am and dismissed into individual classrooms after checking the breakfast club register.

***Dismissal of Pupils at the end of the School Session***

**Classes 1/2/3**

The children are seated on the carpet area in the classroom under the supervision of the teaching assistant. The class teacher stands at the external door of the classroom which leads to the outdoor play area and calls the pupil’s name when the parent arrives.

**Class 4**

The whole class are brought by the classteacher and teaching assistant to the foyer and are released individually to the parents/guardians who are waiting outside the entrance of the main foyer.

***JUNIOR PUPILS***

***Acceptance of Pupils at Start of School Session***

Doors are opened at 8:40 a.m. and parents allow pupils to enter the individual classrooms under the supervision of the school staff. Breakfast Club pupils are collected by Teaching Assistant at 8.40am and dismissed into individual classrooms after checking the breakfast club register.

***Dismissal of Pupils at the end of the School Session***

All junior pupils are released from class when the bell goes at the end of the day and make their way out into the yard to either meet their parent/guardian or to walk home unaccompanied.