



## **NEWBOLD SCHOOL**

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

#### **ARRIVAL**

Children should not arrive before 8.45am. If it is necessary to do so, parents may wait with the children in the playground until the doors open at this time. Children are in the care of and are the responsibility of their parents or those who bring them to school until the school doors open and a staff member is situated on the playground.

Foundation Stage children and parents/carers should proceed to their classrooms at 8.45 am and should assist the children in hanging coats and changing shoes. Parents/carers may stay to ensure the child is happy and secure and may then leave via the main entrance door.

Children in Year Groups 1 – 6 may play supervised by staff in the playground from 8.45 am until they are called in to school.

#### **DEPARTURE**

##### **Foundation 1**

Parents/carers of children leaving after the morning session should access the outside door to the classroom through the Early Years playground. 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.

##### **Foundation 2 – Year 6**

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.

If the normal parent/carer is not able to collect the child notice of this should be given to the school in writing, letting the school know who to expect to pick up your child. For a last minute arrangement you need to make a phone call to the office, using the answer phone if necessary. Children will not be released into the care of another without prior notice of the parent/carer.

It is not an expected right to be allowed to pick up your child late and may only be acceptable if a prior arrangement has been made.

If for some reason, parents/carers are late in collecting you child/children, that is after 3.30 pm, (12.30 pm on a Friday) children will wait for collection in the School Hall Foyer. Please ensure that you contact the school to warn them that you may or will be late.