

Pupil Arrival and Dismissal Policy

Revised September 2020 – Covid-19

Approved: September 2020

Review date: September 2021

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. If staff become aware of pupils, other than year 6s, walking into school on their own, parents will be contacted and challenged regarding this.

Teachers will be out on the KS2 playground and Year 1 playground from 8.30am until 8.45am to meet and greet the pupils. Members of the Safeguarding Team will be on all gates to liaise with parents and answer any questions. Year groups are arranged to ensure that bubbles do not come into contact whilst waiting. Adults are designated to each bubble to ensure that there is adequate supervision.

Parents are requested to wear masks on site and social distance at all times. Staff who are interacting with parents will also wear a mask or a visor.

Pupils will enter straight into the classrooms (in KS1) and straight onto the playground (in KS2). KS2 will line up in socially distanced lines. Parents are requested to drop, kiss and go, leaving their child at the gate, under the supervision of school staff.

Should a parent wish to speak to the class teacher they should either approach a member of the Safeguarding Team or speak to the office and request a phone call from the teacher. Teachers will not be available for parents to speak to in the mornings.

If a pupil arrives to the academy after 8.45am pupils will enter via the main office. A team of staff will be waiting at the office to transport pupils to their classrooms, ensuring that there is no crossover of bubbles.

Pupil Dismissal

At the end of the day, EYFS and Key Stage 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 PUPILS in EYFS and KS1.**

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

Pupils in Years 3 to 5 will be dismissed via the KS2 playground gate. We ask that parents wait in the space opposite (on the main drive) and social distance at all times. Parents and carers should wait in the designated area to ensure the safe dismissal of the pupils. We ask that parents bear with us to ensure the safe dismissal of every child.

Parents should wave or make eye contact with the teacher to show that they are collecting their child – the teacher will then dismiss the child along the path to meet their parent. This path is supervised by members of the Safeguarding Team.

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 will be dismissed from the gates by the main reception and expected to walk down the drive on the left-hand side. 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.**

Year 6 Class Teachers will hold a list of pupils who have consent to walk home. No other pupils will be allowed to leave the class teacher without a parent or carer.

Due to Covid-19 pupils are dismissed on a staggered basis to enable parents to social distance on the site. Times of collection are as follows:

Reception Cygnets – 3.10pm
Reception Ducklings – 3.20pm
Year 1 – 3.10pm
Year 2 – 3.00pm
Year 3 – 3.20pm
Year 4 – 3.10pm
Year 5 – 3.30pm
Year 6 – 3.20pm

For parents who have several children in the academy, they should collect at the latest allocated time slot. Teachers will wait with pupils until they are collected.