

## Pound Hill Infant Academy Pupil Arrival and Dismissal Policy

### Sept 2022

At Pound Hill Infant 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

Drop off times from September 2022:			
Drop off times	Reception	Year 1	Year 2
	From: <b>0830-840</b>		

- External Academy **gates** will open at **8.30am** and **close at 8.40am**
- All children are expected to be in class ready to start learning by 8.40am.
- Registers close at 8.40am. Arrival after this time will be recorded in the register as late. If a child arrives at school after 8.40am it will be recorded as unauthorised\* in the register (see Unauthorised Absence).
- If a child is frequently late the parents/carers will be invited to a meeting with a member of the Inclusion Team. If lateness continues, then a member of the SLT will offer support.
- All parents/carers arriving late with their children after 8.40am will need to enter through the Academy office, the time and reason for being late will be recorded by a member of the admin support team.
- Pupils should be brought to the academy by an adult or member of the family who is over 16.
- Any pupils who have alternative arrangements will be greeted by the allocated staff member at their designated drop-off point.
- SLT will be out on the playground from 8.30am for parents to approach and talk to. Parents and carers are asked to wait on the playground / outside area with their child until their door opens.
- All pupils access the academy through their allocated door as shown below, The Class teacher or a Support Staff Member will be on hand at the classroom door to welcome pupils into the classroom.
- Any changes in the authorised adult picking up a child on that day should be explained to the member staff at the classroom door, noting the pre-agreed password needed by any new adult picking up a pupil. The member of staff will complete a pick up change slip. Alternatively you can call the academy if you have an unforeseen change.
- All daily messages for the class teacher can be discussed at the class door. For more sensitive matters parents/carers can speak to a member of the SLT on the playground or book an appointment to speak to their class teacher via the academy office or the year group email accounts: [Reception@phiacademy.org.uk](mailto:Reception@phiacademy.org.uk); [Year1@phiacademy.org.uk](mailto:Year1@phiacademy.org.uk); or [Year2@phiacademy.org.uk](mailto:Year2@phiacademy.org.uk)

Class	Drop off	Pick up
<b>Nightingale</b>	Classroom door	Classroom door
<b>Einstein</b>		
<b>Hawking</b>		
<b>Peake</b>	Classroom door (Reception Playground)	Year 1 doors (Main playground)
<b>Earhart</b>	Classroom door	Classroom door
<b>Jemison</b>		
<b>Takahashi</b>		
<b>Spotts</b>		
<b>Makosinski</b>		

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## Sept 2022

### Pupil Dismissal

- Playground gates will open from 3.00pm and close at 15.20pm.
- At the end of the day, pupils will be dismissed as detailed below to their authorised parent or carer.

End of day pick up times from September 2022									
Pick up times	Nightingale door	Einstein door	Hawking door	Peake Year 1 playground door	Jemison door	Earhart door	Takahashi door	Spotts door	Makosinski door
Collection from: 1510-1520									

- Parents and carers should wait on the playground to ensure the safe dismissal of the pupils.
- 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 allowing the class teacher to safely dismiss all pupils to the appropriate and correct adult appreciating more than one parent may wish to speak to the teacher.
- Pupils will not be allowed to go home with anyone new without prior notification given and a pre-agreed password will need to be given before a pupil will be released.
- If a non authorised adult informs the class teacher they have permission to take a child home, authorisation will be sought from the parent, including an agreed password before permission is given for this to happen adhering to the [Academy Safeguarding and Pupil Security Policy](#).
- Only an adult or familiar family member over the age of 16 may collect the pupils. In the event that a child under the age of 16 comes to collect a pupil they will not be dismissed and the parents will be contacted adhering to the [Academy Safeguarding and Pupil Security Policy](#).
- 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.
- Pick up timings and collection points for after school clubs and workshops will be notified to parents/carers via parentmail.

### Late / Non-Collection of Pupils

- Pupils not picked up by 3.20pm will be taken to the academy front office, parents can pick up from the front office.
- If a pupil is not collected by an authorised adult, staff will ensure that the pupil receives a high standard of care in order to cause as little distress to the pupil as possible. Please refer to the [Academy Safeguarding and Pupil Security Policy](#).

### Site safety:

- We request bikes and scooters are not ridden on the academy site, including the playground and paths. They must be secured in the storage area at the front of the academy.
- **All playground equipment is for use during school time only.**
- The academy is unable to accept any liability for any use of the equipment outside of school hours, this applies to all Junior School pupils as well.

Written by: Principal  
Reviewed: September 2022  
Next review: September 2023