

Pound Hill Infant Academy Pupil Arrival and Dismissal Policy Sept 2021



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

All children are expected to be in class ready to start learning by 9.00am. Registers close at 9.00am. Arrival after this time will be recorded in the register as late. If a child arrives at school after 9.00am 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 Senior Leadership Team. All parents/carers arriving late with their children after 9.00am 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 who is over 16. External Academy gates will open at 0830. The following gates to access the site should be used:

Class	Enter playground(s) for drop off and collection	Exit
Nightingale	New rear Reception gate following signs	Normal rear gate off the main playground
Einstein		
Hawking		
Jemison		
Earhart	Normal drop off/collection unless siblings in Reception or Aldrin (see above)	Normal rear gate off the main playground
Peake		
Takahashi		
Spotts		
Makosinski		

Any pupils who have alternative arrangements will be greeted by the allocated staff member at their designated drop-off point.

The Senior Leadership Team (SLT) will be out on the playground from 8.30am for parents to approach and talk to.

Drop off times from September 2021:					
Drop off times	Reception Nightingale	Reception Einstein	Reception Hawking	Year 1	Year 2
	0840	0845	0850	0840-0850	0840-0850

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 above. The Class teacher or a Support Staff Member will be on hand at the classroom door to welcome pupils into the classroom. They will also record any changes in the authorised adult picking up a child on that day, noting the pre-agreed password needed by any new adult picking up a pupil.

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All daily messages for the class teacher can be discussed at the year group doors, if more sensitive parents/carers can speak to a member of the SLT on the playground, alternatively they can book an appointment to speak to their class teacher via the academy office or the year group email accounts: Reception@phiacademy.org.uk; Year1@phiacademy.org.uk; Or Year2@phiacademy.org.uk

If a pupil arrives after 9am when all playground gates are closed, they will need to enter the academy via the main office and will be recorded as a late arrival.

Pupil Dismissal

At the end of the day, pupils will be dismissed as detailed below to their authorised parent or carer. Gates will open from 14.50pm.

End of day pick up times from Sept 2021									
Pick up times	Nightingale door	Einstein door	Hawking door	Peake Year 1 playground door	Jemison door	Earhart door	Takahashi door	Spotts door	Makosinski door
	1500	1505	1510	Collection 1510-1520			Collection 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 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. Pupils will not be allowed to go home with anyone without prior notification given. 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 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.

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 by the academy 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.

<p>Written by: Principal Date: June 2021 Review date: September 2021</p>
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