

Policy title	Pupil Arrival and Dismissal Policy
Written by	Principal
Policy owner	Principal

Approval date	September 2025
Review date	September 2026

Purpose / Aim

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 playground / outside area from 8:40am for parents to approach and talk to. Parents and carers should wait on the playground / outside area with their child until the whistle is blown at which point pupils should move to their lines (either on the KS1 or 2 playground). In EYFS and Year 1 and 2 pupils line up outside their classrooms in the KS1 playground area.

On the large playground, parents with children in Years 3 to 6 should wait in the designated area (away from the pupil lines) to ensure teachers can safely move their classes into the academy.

Should a parent wish to speak to the class teacher they should either approach them before the whistle is blown (when the teachers will be out on the playground) or book a separate appointment.

If a pupil arrives at the academy after their line has started to move off the playground, the pupil should join the back of the class going in and walk to their classroom once in the academy.

A member of academy staff, will be positioned on the main playground and EYFS/KS1 gates until 08:55am, to meet any pupils who arrive after their class has entered the academy. At 08:55am all playground gates will be closed and pupils should enter the academy via the main office, after which time they will receive a late mark in the register.

Pupil Dismissal – EYFS and Key Stage 1

At the end of the day, EYFS, Year 1 and Year 2 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 Key Stage 1.**

In the event that a child under the age of 16 comes to collect an EYFS / Key Stage 1 pupil, they will not be dismissed to the child and the parents will be contacted.

Teachers will make eye contact with parents and carers to show 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 are patient and are aware that more than one parent may also wish to speak to the teacher at this time, this will ensure teachers are able to dismiss safely to the appropriate and correct adult.

If the parent/carer or regular person collecting a child is delayed or unable to collect and another adult has been asked to collect on their behalf, please ensure the office is advised of this arrangement well in advance, where

possible, either by telephone call or email. A password may be asked for this adult to use. In the event that someone else requests to collect a child and we have not been made aware of this arrangement we will contact the primary contact for permission.

Pupil Dismissal – Key Stage 2

Pupils in Years 3 to 6 will be dismissed onto the main playground. Parents and carers should wait in the designated area to ensure the safe dismissal of the pupils.

Parents may either approach the front of the class line or 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.

ONLY AN ADULT OVER THE AGE OF 16 MAY COLLECT PUPILS IN KEY STAGE 2.

Year 6 pupils **ONLY** may walk home alone. To enable a Year 6 pupil to walk home alone, they should provide a signed consent form from the office (distributed at the start of the year) stating that they have permission to walk home alone. They will not be allowed to take any younger siblings with them.

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.

From September 2025, children will not be able to bring any form of smart phone, iPad or device into the academy as we are a phone-free academy. If a parent makes the decision that their child should walk home from school alone, it does not mean they will be allowed their phone in school. Where there are extenuating circumstances, parents can email the Principal to discuss this further.

If the parent/carer or regular person collecting a child is delayed or unable to collect and another adult has been asked to collect on their behalf, please ensure the office is advised of this arrangement well in advance, where possible, either by telephone call or email. A password may be asked for this adult to use. In the event that someone else requests to collect a child and we have not been made aware of this arrangement we will contact the primary contact for permission.