

## **Arrival and Dismissal of Pupils**

We take the safety of the girls very seriously and ask all parents/guardians and minders to cooperate with us during the very busy arrival and dismissal times in school.

### **Arrival of pupils**

- School opens for the reception of pupils at 8.50a.m. and the Board accepts no responsibility for pupils before this time.
- A shelter is available in the yard in case of rain
- Parents/Guardians advised of this through frequent newsletters
- Parents are strongly advised not to allow their children to walk through the church grounds unaccompanied.
- Principal generally greets pupils at the door every morning until 9.00a.m.
- Principal/DP rings the bell at 8.50a.m. and all teachers go to the yard to collect their classes.
- SNAs may await the arrival of pupils with special educational needs as necessary.
- Pupils who arrive after 9.10a.m. are late must be signed in by the secretary.
- Lollipop lady on duty from 8.30a.m.
- Parents are requested not to park in the school grounds and to park in the designated areas.
- Pupils are not allowed to cycle/scoot through the yard in the mornings when it is crowded.

### **Dismissal of pupils**

- Infant classes are dismissed at 1.30p.m.
- Other classes are dismissed at 2.30p.m.
- Parents must make provision for the collection of their children from school at the correct times.
- Principal/DP is generally in the yard at dismissal times.
- Parents are asked not to allow their children to play unsupervised in the yard or near the railings once school is over.
- Parents/Guardians collecting their child at 1.30p.m. are asked to be considerate of classes still working and to leave the yard promptly.
- Parents/Guardians collecting their child at 2.30p.m. are asked to leave the premises promptly unless they have an appointment.
- If there is any change in the arrangements for the collection of pupils, parents are asked to let the school know in advance.
- Pupils are not allowed to cycle/scoot through the yard in the afternoon when it is crowded.

### **Arrival and dismissal of pupils during the school day**

- Sign in and sign out books are available at the secretary's office.
- Parents are required to sign their child in if she is late and out if they need to collect their daughter for an appointment.
- If a child needs to be collected early parents/guardians must provide a note to the teacher detailing the reason for the absence.
- If collecting a child early parents/guardians should wait at the reception area.
- Parents may meet teachers by appointment but are not allowed to go into the school when a teacher is with a class.
- All arrangements for the collection of pupils from after school activities must be agreed with the teachers involved.
- Pupils are not allowed to leave the school unaccompanied before half past two. Any child who needs to leave early must be collected by an adult.