

Arrival and Dismissal of Pupils



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. Please ensure your child is equipped for rain days with a waterproof jacket (with hood) and an umbrella.
- 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.
- Parents are asked to leave the yard through the exit gates at the back of the yard. We ask parents not to congregate in the yard area to avoid obstructing classes trying to enter the school building.
- The traffic warden on duty from 8.30a.m.
- Parents are requested not to park in the school grounds or in the Church grounds.
- Pupils are not allowed to cycle/scoot through the yard in the mornings when it is crowded.
- Dogs are not permitted on the school grounds.

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.
- 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.