

‘With Jesus we can **achieve what we dream and believe**’

School Mission (Spring 2015)

Arrival and Leaving Policy & Procedure

This policy is part of the school’s policies for safeguarding children.

Keeping children safe is paramount at St. Michael’s. The School recognises the need to ensure the safe arrival and collection of children at school at what can be busy times of day. We aim to be open and welcoming to parents and visitors but at the same time we must take all steps to safeguard the children and the school staff and site. Arrangements to ensure children’s safety when arriving and leaving school is a duty that the parents/carers share with the school. Please note: If you travel to school by car parking on yellow lines or the pavements is illegal and can cause serious accidents.

This policy has been updated inline with the schools’ Covid risk assessment version 14 to ensure we are Covid safe.

- All parents and staff must wear a mask on the school grounds. If you are medically exempt, you must observe strict social distancing
- One-way entry and exit system must be adhered to.
- Only one parent/carer per child/children to enter school premises.
- Parents/carers must drop children off promptly and not gather on the playground.
- Parents/carers must remain behind the playground markings.

Morning Entry to School

Infants

Infant families must enter via the Nursery gate on Guion Street and leave via the Infant gate.

The children should be dropped off at their child’s classroom door.

School gate opens at 8:40am.

Classrooms will be open from 8:40 am.

Gate will be locked at 9:00 am.

There will be a member of the Senior Leadership Team on the gate if you have any **ries. They will be wearing high vis-jackets to ensure they can be easily identified and walkie talkies.**



Juniors

Parents/carers should drop their children off at the junior gate ensure they walk into the school building.

School gate opens at 8:40am.

Classrooms will be open from 8:40 am.

Gate will be locked at 9:00 am.

There will be a member of the Senior Leadership Team on the gate if you have any queries.

They will be wearing high vis-jackets to ensure they can be easily identified and carrying walkie talkies.



Breakfast club is available from 7:45 am – 8:30 am (doors close at 8:20)

Children who arrive on site after the school start time must report to the school office.

School are not responsible for children who arrive late and enter the school grounds without an adult.

Parents/Carers wishing to relay information to staff may do so via the school office. Appointments to see a member of staff / class teacher can be made with the class teacher if available or at the school office.

Afternoon Exit from School

Please Note: Children will only be dismissed to a responsible adult that has been named on the child's school pick up form. No adult under the influence of alcohol or drugs will be able to pick up a child. Under 16's are not allowed to collect children.

Infants

School pick up is between 3:00 – 3:20 pm.

The infant gate will be opened at 3:00 pm.

The children will be released from their classroom door by their teacher.

Once your child has been collected you must promptly leave the playground.

The gates will be locked at 3:20 pm.

Children must then be collected from the main office.

There will be a member of the Senior Leadership Team on the gate if you have any queries. They will be wearing high vis-jackets to ensure they can be easily identified and carry walkie talkies.



Juniors

School pick up is between 3:00 – 3:20 pm

The junior gate will be opened at 3:00 pm

The parent/carer must collect their child from the year group designated area. There will be a member of staff for each year group wearing a high vis and holding a year group sign.

Once your child has been collected you must promptly leave the playground.

The junior gate will be locked at 3:20 pm

Children must then be collected from the main office.

There will be a member of the Senior Leadership Team on the gate if you have any queries.

They will be wearing high vis-jackets to ensure they can be easily identified and carrying walkie talkies.



Children being collected/returned during the school day

When parents need to take children from school during the day (for example for medical appointments);

- parents should inform the school that their child will be collected/returned at a specific time, appointment cards are needed,
- the child must be signed out at the Reception desk,
- an authorisation pass will be issued,
- when children are returned to school during the day, the child must be signed back in at the Reception desk.

Gate Timetable – March 2021

Gate	Monday	Tuesday	Wednesday	Thursday	Friday
Nursery am	Mrs Rigby	Mrs Rigby	Mrs Rigby	Mrs Rigby	Mrs Rigby
Infants am	Miss Higgins	Miss Higgins	Miss Higgins	Miss Higgins	Miss Higgins
Juniors am	Mrs Birch	Mrs Birch	Mrs Birch	Mrs Birch	Mrs Birch
Nursery pm	Miss Nuttall	Miss Nuttall	Miss Nuttall	Miss Nuttall	Miss Nuttall
Infants pm	Mr Burcher	Mr Burcher	Mr Burcher	Mr Burcher	Mrs Birch
Juniors pm	Mrs Gordon	Mrs Gordon	Mrs Gordon	Mrs Gordon	Mrs Gordon