



Alkrington Primary School

Arrival and Dismissal Policy

PURPOSE

The school recognises its duty of care to safeguard pupils during arrival at school and dismissal at the end of the school day. Clear, consistent procedures are essential to ensure pupils are supervised appropriately, risks are minimised, and parents and carers understand their responsibilities.

SCOPE

This policy applies to:

- All pupils on roll
- All staff, including supply staff and volunteers
- Parents, carers and authorised collectors
- Before- and after-school periods, including breakfast and after-school provision where applicable

LEGAL AND STATUTORY CONTEXT

This policy should be read in conjunction with:

- Keeping Children Safe in Education (current edition)
- Working Together to Safeguard Children
- The school's Safeguarding and Child Protection Policy
- Health and Safety Policy
- Attendance Policy

ROLES AND RESPONSIBILITIES

The Governing Body

- Ensures appropriate policies and procedures are in place to safeguard pupils

The Headteacher

- Ensures the policy is implemented consistently
- Ensures staff are trained and aware of their responsibilities

Staff

- Supervise pupils in line with agreed procedures
- Follow safeguarding procedures where concerns arise
- Ensure pupils are only released to authorised adults

Parents and Carers

- Ensure pupils arrive and are collected on time
- Follow school procedures for arrival and collection
- Inform the school in writing of any changes to collection arrangements

ARRIVAL AT SCHOOL

Morning Arrival

For pupils in Reception to Year 6:

- Doors open at **8.45am**.
- Doors close at **9.00am**.

- Children arriving after **9.00am** will be marked as late, in line with the Attendance Policy. The reason for lateness will be recorded in line with the Attendance Policy.
- Supervision begins at 8.45am. Pupils arriving before this time remain the responsibility of parents/carers.

For pupils in Rising 3s and Nursery:

- Doors open at **8.55am**.
- Doors close at **9.00am**.

Entry to School

- Although parents may choose to allow their child to walk to school without adult supervision, this must be done so with full regard to their safety. School will contact any parent to discuss this arrangement should it be felt it is not safe for them to walk to school by themselves.
- Pupils should enter the school site via the designated entrances.
- Parents and carers should ensure their child has entered the school building before leaving the school grounds.
- A member of staff is stationed at the designated entrances to welcome children inside.
- Once pupils are on site, they are expected to remain within the school grounds.

DISMISSAL AT THE END OF THE SCHOOL DAY

General Arrangements

For pupils in Reception to Year 6:

- The school day ends at **3.20pm**.
- Pupils will be brought to the designated place on the main playground for their class (Y1-Y6).
- Reception pupils will be collected from the entrance into the Reception building.
- Staff will ensure pupils are supervised until their adult is sighted, at which point they will release children one at a time.

For pupils in Rising 3s and Nursery:

- The school day ends at **3.00pm**.
- Pupils will be collected from their designated door.

Collection by Adults

- Pupils will usually be collected by a parent, carer or other authorised adult.
- Staff may ask for identification if they do not recognise the collecting adult, and we will contact the named parent/guardian to verify collection arrangements.
- The school reserves the right to refuse collection by parents, carers or other adults where there is a safeguarding concern.

Collection by Siblings

- Siblings collecting pupils should be at least **14 years old** for children in Year 2 to Year 6.
- Siblings under 18 years of age will not be allowed to collect children in Year 1, Reception, Nursery or Rising 3s.
- Written parental permission must be provided in advance for children below the age of 18.
- The school reserves the right to refuse or withdraw these arrangements if they are considered unsafe.
- Pupils will not be released if staff have concerns about safety.

Independent Travel

- Pupils in Year 5 and Year 6 are allowed to walk home without adult supervision, provided written parental permission has been provided in advance.

CHANGES TO COLLECTION ARRANGEMENTS

- Parents and carers must notify the school as early as possible of any changes to collection arrangements.
- Where possible, changes should be made in writing or via agreed communication systems.
- The school will not release pupils based solely on messages passed through children.

NON-COLLECTION OR LATE COLLECTION

- If a pupil has not been collected by **3.30pm**, they will be brought to the school office.
- At **3.35pm**, pupils will be placed into After School Club.
- Parents and carers will then be charged in line with the After School Club fees.
- The school will attempt to contact parents/carers and authorised contacts.
- Persistent late collection may be referred to the Designated Safeguarding Lead.

AFTER-SCHOOL CLUB AND EXTRA-CURRICULAR ACTIVITIES

- Pupils attending after-school provision remain the responsibility of the school until collected.
- Parents and carers must follow the collection procedures agreed with After School Club, such as the latest time for collection.
- Extra-curricular clubs will dismiss from the main school playground following the same procedures as those for dismissing a class.

HEALTH AND SAFETY

- Parents and carers are expected to park considerately and be respectful of our neighbours.
- Parents and carers are expected to act responsibly on school premises, including respectful behaviour to each other, all children, including the children of other parents, and school staff.
- **Dogs are not permitted on the playground at any time**, except for registered assistance dogs.

Last reviewed: February 2026

Linked Policies

Keeping Children Safe in Education (current edition)

Working Together to Safeguard Children

The school's Safeguarding and Child Protection Policy

Health and Safety Policy

Attendance Policy