

Procedure for arriving and collecting children

In the morning:

Children should not arrive at school before 8:00am.

Those arriving by car should park in the public car park near the entrance to Hanworth Park (on the right just before the school entrance) or on the street, and use the pedestrian gate on the park side of the grounds. Please do not walk up the drive. THE DRIVE IS A SINGLE TRACK ROAD AND THERE IS NO OTHER ENTRANCE OR EXIT. TO AVOID SERIOUS CONGESTION, ONLY STAFF CARS WILL BE ALLOWED ON SCHOOL PREMISES AT ANY TIME.

Children and parents should wait in the grounds for the bell to ring at 8:25am. If the weather is very bad, teachers may decide to let the children in early, but otherwise, they should not come inside until the bell rings. Children will be advised by their teachers what to do when the bell rings and how to come into the building as this will vary from class to class. *Please note that before 8:25am all children must be supervised by an adult unless they have come to school by themselves.*

Kindergarten parents may come inside with their children to settle them; WE ASK THAT PARENTS OF CHILDREN FROM CLASS 1 UP DO NOT COME INTO THE BUILDING WITH THEIR CHILDREN. If parents need to come inside for some reason, there is a separate entrance to the reception area.

If children arrive after 8:35, they should register at reception before going to their classrooms. This is important so that we know who is on the premises, and who is not, at any time.

Class Teachers may have different rules and procedures for latecomers and should let parents know separately about these.

At the end of the school day:

Younger children should be brought, and older ones can come by themselves, to the side entrance of the main building and should be collected from there: Children on half days at 12:30pm and those on full days at 3pm or 3.45pm. Kindergarten children should be collected from the Kindergartens at 12:30pm.

If you are responsible for any children when they go home, make sure:

- you know who each child is going home with
- you know which children are going home by themselves
- you know when each child has left the premises
- that you take children who have not been collected back inside the building, call their parents and supervise them until they are collected. Parents must come inside to collect them.

There must be a member of staff in the playground until all the children have either left or been taken back inside.