

# The St Michael Steiner School

## Procedure for arriving and collecting children

In the morning:

All pupils should enter the school via the pedestrian gate, which is opened at 8:00am by the supervising member of staff. Pupils should not arrive at school before 8:00am but should be in their classrooms by 8:25am.

Parents 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 AND ACCIDENTS, ONLY STAFF CARS ARE ALLOWED ON SCHOOL PREMISES.

Individual teachers may decide whether or not to allow their children to come into the classroom before 8:25am and should inform parents and children accordingly. Children should be advised by their teachers how to come into the building as this will vary from class to class. PLEASE NOTE THAT CHILDREN WILL BE ALLOWED ON SITE FROM 8:00 AM AND TEACHERS SHOULD ALSO ARRIVE BY THAT TIME TO SUPERVISE THEM.

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. PARENTS SHOULD NOT USE THE CHILDREN'S ENTRANCE THROUGH THE BOOT ROOM.

If children arrive after 8:25, 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, appropriate to their particular children, and should let parents know separately about these.

At the end of the school day:

Younger children should be brought, and older ones can go by themselves, to the pedestrian gate and should be collected from there: Children on half days at 12:30pm and those on full days at 3pm. 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 then come inside to collect them.

THERE MUST BE A MEMBER OF STAFF OUTSIDE UNTIL ALL THE CHILDREN HAVE EITHER LEFT OR BEEN TAKEN BACK INSIDE.

Exceptional circumstances

Parents must be made aware of any special arrangements with regard to attendance and entering the school premises during a pandemic, outbreak of a serious communicable disease or similar circumstance. If a decision is made to restrict or manage parents' access to school premises, the College will send out a letter to all parents, but Class Teachers should also be ready and available to answer any questions their class parents may have.

Review date: August 2025