



**ST JAMES**  
Preparatory School

## **EYFS Dismissal Policy**

*(This is an extract from the Preparatory School Security Policy)*

## **Reception Dismissal**

- There is a collection register kept by the class teacher which indicates which adults are authorised to collect the children. (*See also the Preparatory School EYFS policy*)
- There is also a daily checklist of who picked up which child, whether it is mum, dad, nanny or other.

### ***September – December – 3.00***

The reception children are taken directly to the courtyard area with the class teacher at the front and the Assistant at the back. They gather in their designated area. When parents/carers present themselves to collect their pupils; the class teacher acknowledges the parent/carer, then speaks to the pupil, saying goodbye and shaking hands/tap elbows.

If a person is unknown, teachers must check the collection register before releasing the child to their care.

If they are not on the collection register, the teacher must call the parents to get permission.

**It is vital that no pupil be allowed to run off to greet an awaiting parent without first speaking to the class teacher.**

### ***January – July - 3.15pm:***

The reception children are taken directly to the courtyard area with the class teacher at the front and the Assistant at the back. They gather in their designated area. When parents/carers present themselves to collect their pupils; the class teacher acknowledges the parent/carer, then speaks to the pupil, saying goodbye and shaking hands/tap elbows.

If a person is unknown, teachers must check the collection register before releasing the child to their care.

If they are not on the collection register, the teacher must call the parents to get permission.

**It is vital that no pupil be allowed to run off to greet an awaiting parent without first speaking to the class teacher.**

Throughout dismissal, the class teacher and/or assistant must remain vigilant, keeping an eye on all the pupils under their care until the point at which they are handed over to parents. Teachers should be satisfied that pupils have left the school site appropriately. Supervision ends when the pupil is released to parents, even when on school premises.

**3.20/25pm:** Any uncollected Reception children are taken by their teacher/assistant to the front desk and or the staff refectory. It is quite common and natural for very young pupils, particularly if they are new, to feel a little upset if parents/carers have not arrived in good time. Crayons, paper and other resources are available.

Note: Occasionally pupils may be left because a parent is meeting their teacher after school. In these circumstances, if they are the last individuals present, it is reasonable to deliver them to the parent. It is the parent's responsibility to make suitable arrangements for the care of their pupils after school

**4.00pm:** Any uncollected Reception children are taken to the reception area where the duty member of staff will supervise them until collected. **The Collection Register with any changes must be given to the duty member of staff. The Reception children are only to be dismissed to the named persons in this register. If the person who comes to collect them is not on this list the parents are contacted before the child is dismissed to them.** As above, the role is to look after pupils whose parents are delayed for whatever reason. Any pupils uncollected by 4.15pm will be taken to the office where the receptionist will attempt to contact their parents/carers to find out what the situation is. The pupil/pupils should wait by reception with the member of staff on duty until collected. It is the responsibility of the senior member of staff in charge to remain with the last pupil until they are collected.

**6.00pm:** If, by 6.00pm, a child is still waiting and it has not been possible to make contact with the parent(s) or carers, the Head, or in her absence a Deputy Head, will be advised and will authorise the police to be informed.

## **Nursery Dismissal**

- There is a collection register kept by the class teacher which indicates which adults are authorised to collect the children. (*See also the Preparatory School EYFS policy*)
- There is also a daily checklist of who picked up which child, whether it is mum, dad, nanny or other.

### **Half Day Pick Up – 11.45am**

Children who are leaving in the morning, are asked to come and sit at the table in the classroom. Their schoolbags, water bottles and snack boxes will have been packed up and put at the table for them.

The children who will be staying for the full day, will be outside (weather dependent) supervised by a member of the nursery team.

At dismissal, there is one teacher and one TA. The TA is to sit with the children at the table and help them to put on their coats and bags.

The teacher will open the Nursery door and speak 1:1 with each parent/carer to give feedback about the day. The child will come to the locked gate when called by the teacher. The teacher will then open the gate and the door when the parent is outside the door. The teacher will ensure that the child is with the parent at pick up.

If a person is unknown, teachers must check the collection register before releasing the child to their care.

If they are not on the collection register, the teacher must call the parents to get permission.

If a child is not collected by midday, teacher to call parents. The child is to stay within the Nursery accompanied by a teacher until collected. Teachers should check the collection register to ensure that the person collecting has permission to collect the child.

### **Full Day Pick Up – 3.00pm**

At the end of the day, the children will be seated around the table in the classroom with their bags, coats, snack boxes and water bottles. The two teachers will be there to dismiss. One will sit with the children at the table while the other teacher dismisses.

When the teacher calls the child's name, the child will come to the locked gate. The teacher will then open the gate and the door when the parent is outside the door. The teacher will ensure that the child is with the parent at pick up.

If a person is unknown, teachers must check the collection register before releasing the child to their care.

If they are not on the collection register, the teacher must call the parents to get permission.

If a child is not collected by 3.15, the teacher is to call the parents. Then the teacher is to wait with the child on the premises until collected by parent, guardian or otherwise stated on the collection register.

5.00pm: If, by 5.00pm, a child is still waiting and it has not been possible to make contact with the parent(s) or carers, the Headmistress, or in her absence a Deputy Head, will be advised and will authorise the police to be informed.

### **Clubs**

Any child attending the EYFS club must be dismissed by the adult on duty. The collection register must be used for any child in Reception and Nursery.

Any child in a clubs in the prep school, the clubs adult must also use the reception collection register for dismissal. This is available at the front desk.

## **EYFS Drop off**

### **Reception**

7.55 - Parents say goodbye to their children in the courtyard and are greeted by a member of staff at the main door.

A member of the Reception team are waiting at the entrance of the classroom (located next to the main door) to welcome the children.

### **Nursery**

8.15-9.00 A teacher opens the door to the parent dropping off the child in the morning. Teacher welcomes child and will open the locked gate into the Nursery. Another teacher will be waiting to help with coats and bags.

Only the Nursery teachers are allowed to open the door in the morning.

### **Registration in the EYFS**

- Pupils are registered in accordance with the relevant School Registration Policy.

- Any pupil needing to leave the building for any reason (e.g., dentist, doctor) must have a letter and be accompanied by a parent or guardian.