



Avondale Primary School



Procedure for arrival of foundation stage pupils in the morning

- The school day commences at 8:45am.
- Pupils can be brought straight into the classroom via the doors situated in the reception outdoor play area. These doors are opened from 8:35am.
- As you will appreciate, arrival at school in the morning can be a very busy time and staff must be on hand to support children with this transition. Any quick messages can be passed onto a member of staff, however the end of the day is a much better time for a longer chat once the children have been dismissed.
- Following registration the school gates and doors are locked and any pupil arriving after this time will have to enter school via the main office in order to receive their attendance mark.

Procedure for the collection of foundation stage pupils at the end of the school day

- The school day finishes at 3:15pm.
- At the end of the school day all foundation stage pupils remain in the classroom supervised by a member of staff until their collector arrives.
- Parents are asked to wait in the reception outdoor play area (outside the shutter area). Pupils are handed over at the classroom door (one at a time) and signed out by the class teacher. Please appreciate this does take a little time but this is to ensure the safety of the pupils. Please wait until all pupils have been released if you wish to speak to a member of staff.
- Parents are asked to list on the pupil collection form the names of any person/s who are authorised to collect their child (including parent/s and or guardians). Should the occasion arise when a person not listed will be collecting their child, then parents MUST inform school. If school have not been informed then the child will not be released until we have received verbal consent from the parent.

STAFF WILL ONLY RELEASE A PUPIL TO A NAMED AUTHORISED PERSON

Once you have dropped/collected your son/daughter we ask that you move away from the reception door/shutter area so that we can see to the needs of other pupils, it is quite a small space to house 60 parents and children and we want to keep everyone safe