

Avondale Primary School

Arrival and Collection of Pupils 2023



The safety of the children in our care is of prime importance.

Arrival of Reception pupils in the morning:

- The school day commences at 8.45am
- Pupils can be brought straight into the Reception unit via the Reception doors situated in the outdoor play area under the Reception shutters. These doors are opened from 8.35am
- Following registration these doors and the Reception gates are then locked. Any pupil arriving after this time will have to enter school via the main office in order to receive their attendance mark

Collection of Reception pupils at the end of the school day:

- The school day finishes at 3.15pm
- At the end of the school day all Reception pupils will remain in the Reception unit supervised by a member of staff until they are collected
- Parents/Carers are asked to wait in the foundation stage outdoor play area (outside the shutter area)
- Pupils are signed out and handed over at the classroom door from 3.10pm
- Pupils attending after school club will be collected from the unit by a member of our After School Club.
- We require the names of **at least two adults** (over the age of 16 years) who are authorised to collect your child, and will be picking your child up on a regular basis. Please list these in writing on the Reception Authorise to Collect Form, along with your own memorable collection password. Parents/Carers are asked to give the password only to the people they wish to collect their child. (*Please ensure the names of parents are included on this list*). Staff will ask adults for this password.
- If someone other than one of the main named adults is collecting your child, we ask that you inform us when you bring your child to school – or by contacting the school office during the day. This person must provide your personal collection password when asked to do so and will not be permitted to take the child if they are unable to do so.
- If there is any cause for concern or clarification, the parents/carers will be contacted before the child is released to anyone's care.