

Children's Arrival and Departure - School and Kindergarten

St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For all children:

- Please call 0207 226 4454 if your child is late or if due to unforeseen circumstances you are delayed in picking up your child.
- The Class/Kindergarten Teacher should be made aware of the arrangements for collection. This includes children regularly travelling home by themselves and/or if your child is to be collected by someone other than their parent.
- Continual lateness at the beginning of the school day or in picking up a child will be a cause for concern and will lead to a meeting with the relevant Class/Kindergarten Teacher.
- The Nave is a teaching space. We ask that parents and children not attending school refrain from entering the Nave between 8am and 4pm.
- The School does not accept responsibility for any children after the main School door and gate are locked at 3.45pm.
- The classrooms are out of bounds for parents and children out of school hours, unless previously arranged with the individual Class/Kindergarten Teacher
- In the morning, Teachers need to concentrate on the children and on their lessons. Any urgent messages can be received by the Teachers as a written message via your child or the school office. All Teachers have a surgery time that can be booked to discuss particular issues. If you don't know when the surgery time is for your teacher please ask the school office.

Entering and Exiting the School Premises

The **only entrance and exit** to the school for children, parents and carers is the **Marquess Road Entrance** and this gate will be supervised by a member of staff during the busy arrival and departure times below:

8.00am - 8.40am
12.55pm - 1.30pm
3.20pm – 3.40pm

The gates on St Paul's Road will remain locked except in emergencies. Parents/carers and children are not allowed to use this gate except with staff supervision as part of the school day.

Pupils arriving or departing outside of these times will need to speak to reception or press the intercom for entry. If you or your child is arriving outside the times that the gate is

opened, please ensure you do not let anyone in unless you know them. Ask anyone unknown to you to press the intercom to gain entry.

Members of the teaching staff will continue to be on duty to greet children with a handshake from 8.15am – 8.30am each day.

Arrival Routine – School

- The main school door opens at 8.15am
- Children are expected to make their own way to their classroom from **the School's front door**. We ask parents to say goodbye to their children in the garden. This includes Class I to III.
- The School accepts responsibility for pupils 15 minutes prior to the start of lessons; this is at 8.15am for lessons beginning at 8.30am.
- The School does not take responsibility for children before 8.15am unless previously arranged with the individual Class Teacher or a member of staff.

Departure Routine – School

Class I to III:

Lessons end at 1.15pm or 3.30pm according to the timetable. Once the lessons end the children will change and get ready to leave the classroom. Please allow time for this to happen.

Children from these classes are handed over to parents by the Class Teacher at the end of each School day **in the School garden**. We ask the parents to refrain from entering the School building to pick up their children. From the time a child is handed over the parents are fully responsible for the child.

From Class IV onwards:

Lessons end at 3.30pm. Once the lessons end the children will change and get ready to leave the classroom. Please allow time for this to happen.

Children leave the premises by themselves and wait in the garden for parents or make their own way home.

Kindergarten – arrival and departure

- The Kindertagens doors open at 8.15am and the day ends at 1pm.
- Arrival time is between 8.15 and 8.30am, when a member of staff is still on the door to meet your child.
- Children should arrive and depart on time.

- If your child arrives after the kindergarten door is closed at 8.40am, he/she will need to be brought to the reception desk and signed in. A member of staff will take the child to their kindergarten.

Late arrivals

For safeguarding and health and safety requirements an accurate record must be kept of all children in school, and it is a requirement that any arrival or departure to and from the premises is recorded by the office.

When a child arrives late, parents must report to the office through the main reception and sign the child in. Older children may present themselves to the office on arrival and sign themselves in.

Kindergarten and Classes

Children are not allowed back in school after 4.00pm unless there's an event, club or prior arrangement. This is to ensure that children are always supervised and safe when in the school.