



Early Years Foundation Stage Arrival & Dismissal Policy

St Cuthbert's Mission Statement

God made us all unique

To learn, live and grow

To show care, concern and friendship

To be the best we can

Showing Christ's love in all we do.

Date of policy	September 2021
Date of last review	September 2024
Reviewed by	Local Governing Committee
Date of next review	September 2025

Rationale:

The beginning and end of every day should be safe, happy and organised.

Purposes:

1. For children and parents to feel safe in the Early Years environments.
2. All children and parents to feel welcome and individual needs cared for.

Guidelines:

1. The Nursery and Reception doors are opened at 8:30 am.
2. The school gates will be locked at 8:45 am. Any children who arrive after this need to enter school through the main entrance.
3. All buggies are to be left outside, as they constitute a Health and Safety hazard.
4. Parents are not allowed to use mobile phones if they are accompanying their child into the school building.
5. All children must be received and seen to depart with an appropriate adult by a member of staff.
6. A member of staff will be positioned at the Nursery and Reception entrance to welcome the children in and to be available to talk to any parents. This member of staff will also ensure that no child leaves after they have been dropped off when the door remains open while other children are entering the classroom.
7. If parents'/carers' plans change prior to collection of their child then they must make every effort to contact and inform the school.
8. When children are dismissed from Nursery and Reception, the staff must ensure that the parent/carer has seen that the child is leaving school. This may be by a look or wave from the parent. Staff must wait until the parent/carer has acknowledged their child is leaving before they dismiss them.
10. If the adult collecting a child is unknown to staff, but has been authorised by the family to collect the child then the staff member will ask for the child's password. All parents will provide a password at the beginning of the school year.

This policy is reviewed annually by the SMT/EYFS lead.