



**St Cuthbert's Catholic Primary School**

# **Reception Arrival and Dismissal policy**

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.

## **Reception Arrival and Dismissal Policy - Reception**

### **Rationale:**

The beginning and end of each day should be safe, happy and organised where children and their families are made welcome.

### **Purposes:**

- For children and families to enjoy and feel supported within the environment and management of the EYFS
- All children and their families to feel welcome and important

### **Guidelines:**

- The Reception door is opened at 8:45 am.
- The school gates will be locked at 9:00 am. Any children who arrive after that time enter through the main entrance.
- All buggies are to be left outside, as they constitute a Health and Safety hazard.
- All children must be received and seen to depart with an appropriate adult by a member of staff. Eye contact/communication must be made by staff and the person collecting the child before they can leave the care of St Cuthbert's.
- The Reception day begins at 8:45am and finishes at 3pm Monday - Friday unless specified for specific arrangements.
- If parents/carers plans change prior to collection of their child then they must contact and inform the school.
- If the adult collecting a child is unknown to staff but has been authorised by the family to collect the child then it is reasonable for the staff member to ask for identification promoting the safety and wellbeing of the child at all times. If staff have any concerns about releasing a child they will ring the parents/carers stated on the contact sheet for their permission to let their child leave with the adult.

This policy is reviewed throughout the year by the EYFS Lead/SMT.