

KS1 DROP-OFF AND PICK-UP POLICY FOR PARENTS

Drop-off (7:30am at the earliest to 7:55am at the latest)

- 1- There is no adult supervision before 7:30am; the security will not start to allow the children in before that time.
- 2- Parents are kindly requested to not enter the school building; the children will be dropped off at the gate.
- 3- The children need to be in school by 7:55am. We salute the flag at 7:55am sharp, and then our timetable starts at 8:00am. Please make sure that your child is in on time. If your child is late, the teacher sends the child to the KS1 office, where they are asked the reason why they are late. The Key Stage 1 Head or KS1 manager will decide whether it is an excused late or not. When the child receives more than three unexcused Late Slips, the parents will be called for a conference. All unexcused lates are calculated and added onto your child's report.

Pickup 3:00pm at the earliest 3:30pm at the latest

The Parents pick up the children at Gate#1. The children are escorted by a member of staff, who delivers them to the adult on duty at Gate # 1. The KS1 adult who is on duty will be wearing the visual orange jacket. The children are expected to wait calmly with the KS1 supervisor, no playing and running about is permitted during this time. Kindly be prompt when picking your child up and leave as soon as your child has been handed over to you by the KS1 Supervisor.

Kindly Note:

Forgotten Belongings: If your child has forgotten something in the classroom, they will not be allowed back into the school building to get it. They will have to collect it the following school day.

Toilet: Your child must try their best to remember to go to the toilet during pack-up time. We have 15 minutes pack-up time scheduled everyday on our KS1 Timetable. This is more than enough time for a child to decide and make sure they go to the toilet if needed. However, if your child is desperate to go to the toilet after s/he has been handed over to you, then you may go to the Administration Gate, and use the administration toilet. Going back into the school building is not allowed.

Kindly do not come in to the school to speak to a KS1 member of staff without an appointment. The first step of communicating with the teachers is through the Communication Diary. If you have something you need to tell or ask the teacher or any member of staff, kindly write everything in the diary, we will reply. The second is by calling the KS1 Office to set an appointment that is suitable for yourself and the member of staff alike. If you need to speak with a member of staff or to arrange a meeting with someone, then please the KS1 Office Manager, who will set times for the teachers to call you back or set an appointment if needed. You will need to state the reason for setting an appointment.

KS1 Office Direct Phone Number: 010-08888159

Policy reviewed Aug 2017 Next review date January 2018.