





*To inspire, enrich and nurture so each individual reaches their full potential*

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The HCFS is a company limited by Guarantee Registration number 07648654

# Procedures for Pupils Arrival and Dismissal from School

September 2025

To be reviewed every three years in the Autumn Term

Next Review: September 2028

## History of Document

Issue No.	Date Issued	Prepared By	Approved By	Comments
Issue 1	March 2023	Leadership Team	Victoria Hobson	Procedure document created
Issue 2	September 2025	Victoria Hobson	Victoria Hobson	Core School Day times updated

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## **1. Aims**

This document aims to support staff, pupils and parents with understanding the procedures in place for the safe arrival and departure from school for pupils on a daily basis.

## **2. Opening Times**

### **2.1 The Core School Day**

The daily school opening and closing times are: 8:25am-3:05pm. The core day begins at 8:35am.

### **2.2 Extra-Curricular Clubs**

HCFS school staff, and a range of external providers, deliver extra-curricular after school clubs between 3:05-4:05pm.

### **2.3 Wrap Around Care**

Wrap around care is available on site between 7:45-8:30am and 3:05-6:00pm. This provision is provided by the Junior Adventures Group.

## **3. Arrival**

### **3.1 The Core School Day**

The gates open at 8:25am and pupils are able to make their way into the school building and to their classrooms. Where possible, we ask parents to drop their child at the gates and allow them to independently walk to their classrooms.

To help ease congestion around the school site, pupils are invited to enter through the following gates:

<b>Reception and Year One</b>	The gate on the far right hand side of the school building (past the entrance to Squirrels Nursery)
<b>Year Two, Three and Four</b>	The gate on the left hand side of the school building (linking directly with the parents drop off carpark)
<b>Year Five and Six</b>	The gate at the rear of the school accessible from Woods Avenue

Whilst we invite pupils to enter through the specified gates, entry through any area is possible, especially if a pupil is supporting the arrival of a younger sibling.

#### **3.1.1 Late Arrival**

The school gates are closed promptly at 8:35am. Children who arrive after 8:35am must be brought to the school office and signed in by parents/carers.

#### **3.1.2 Return to School**

There are times when children may leave school for a short period of time during the school day and then return a little later (e.g. to attend a medical appointment). When the child returns to school they need to enter through the office doors and the admitting staff member will sign the child back into the building.

#### **3.2 From Wrap Around Care**

Wrap around care finishes each morning at 8:30am. For children in Reception, Year One, Year Two, Year Three and Year Four, wrap around care staff escort the children from the club room to their classroom door and hand them into the care of their class teacher. For children in Year Five and Year Six, wrap around care staff dismiss them from the club room and they are asked to independently walk to their classrooms.

## **4. Dismissal**

The dismissal procedures for each year group are slightly different with the full details explained in the subsequent sections. Flowchart summaries of the procedures can also be found in Appendix One.

### **4.1 Passwords**

When a child begins at HCFS, a dismissal password is created through discussion with their parents. To support safe dismissal, there may be times when school staff may request this password from the adult who has arrived to collect a child. The password may be requested when:

- The adult collecting the child is not known to the member of staff dismissing the pupil;
- The adult collecting the child is not the expected adult for the child's normal collection pattern and the school have not received notification of a change from the child's parents.

### **4.2 Changes to Normal Collection Patterns**

We ask that all parents/carers inform the school by 2:30pm (either via email to the school office on [office@hcf.org.uk](mailto:office@hcf.org.uk) or telephone call on 01707 276018) of any planned changes to their child's normal collection pattern. The office team will then be able to inform the child's class teacher or adult leading their extra-curricular club of the changes to their dismissal ensuring a safe dismissal can take place. It cannot be guaranteed that notifications after this time will successfully be passed onto the relevant adult although the office team will try their very best to ensure they are.

If we have not been notified of a change to the normal collection pattern for a child and an adult arrives to collect a child that is not the expected adult for the child's normal collection pattern, the school will telephone their parent/carer to clarify the change to collection and will also request the password from the collecting adult. It is likely this will cause a delay to the dismissal of the child as this validation check will take place after the dismissal of all other children in the class has taken place.

### **4.3 The Core School Day**

Gates to the school grounds will be opened by the Site Manager from 2:55pm. The core school day finishes at 3:05pm and class teachers will begin dismissing at this time.

Parents, carers and siblings are requested to be respectful of our school site when entering to collect their child. We request play equipment (e.g. climbing frames) are not used at this time as our risk assessments do not allow for their safe use without the presence of a member of school staff.

If a child is not collected by 3:15pm, and they are not on any of the registers for after school clubs or wrap around care, they will be brought by their class teacher to the school office and handed into the care of a member of the office team. The office team member will begin making contact with parents to notify them of the late collection and discuss plans for a collection from school for the child as soon as possible. If contact with a parent/carer has not been able to be made by 3:25pm, the office team member will speak with a DSP to discuss next steps. It is possible, that if no contact can be made with parents/carers, advice will be sought from Children's Services.

For children who are persistently late to be collected from school (collection after 3:20pm on three or more occasions in a term), a late collection charge of £10 per late collection will be applied to their arbor account.

At dismissal time, the school office can be a very busy area of the school. This is because:

- parents/carers are often in the entrance area of the school asking questions to the office team members;
- some members of the support staff team finish their working day and are departing from the school building.

For these reasons, to ensure we minimise any possible safeguarding risks, the dismissal of children from the school office between 3:05-3:15pm is prohibited.

In addition, the dismissal of any child to someone under the age of 16 is prohibited. A written request to the Principal outlining an exceptional circumstance may enable this prohibition to be lifted.

#### **4.3.1 Reception and Year One Dismissal Points**

Class teachers will dismiss the children from their classroom doors between 3:05-3:15pm.

Parents/carers collecting children from Reception are requested to enter the EYFS corridor space by the external door closest to Hedgehogs classroom, pass through the corridor collecting their child from their classroom door and exit the corridor by the external door closest to Rabbits classroom. Parents/carers are requested to move out of the corridor as soon as possible to help ease congestion in the building.

Parents/carers collecting pupils from Year One classroom doors are requested to queue in an orderly manner outside their child's classroom door to ensure there is still room for others to pass by. Once the collection has taken place, parents/carers are requested to move away from the classroom doors as soon as possible to help ease congestion.

Once collection from any Reception or Year One classrooms has taken place, parents/carers, pupils and siblings are asked to continue around the outside of the school building to exit the school site. This allows the section outside the Year One classrooms to become a one-way system to help ease congestion.

#### **4.3.2 Year Two Dismissal Point**

Class teachers will dismiss the children from the external doors to the hall between 3:05-3:15pm.

Parents/carers collecting children from the hall doors are requested to queue in an orderly manner outside to ensure there is still room for others to pass by. Once the collection has taken place, parents/carers are requested to move away from the hall doors as soon as possible to help ease congestion.

#### **4.3.3 Year Three and Year Four Dismissal Points**

Class teachers will dismiss the children from their classroom doors between 3:05-3:15pm.

Parents/carers collecting children from the classroom doors are requested to queue in an orderly manner outside to ensure there is still room for others to pass by. Once the collection has taken place, parents/carers are requested to move away from the classroom doors as soon as possible to help ease congestion.

When in Year Three and Four, parents are able to agree a meeting point for the child on the grounds at the front of the school. This meeting point is to be agreed between the child's class teacher and parents and will expire at the end of each academic year (Appendix Two). When dismissal time commences, the class teacher will dismiss any children with a meeting point without a parent/carer coming to the classroom door. If a child arrives at their meeting point and their parent/carer is not present, children are requested to make their way back into school finding either their teacher or a member of office staff.

Should there be any reason to believe a child is not being met by an adult at the meeting point on school grounds or the child's conduct and behaviour does not meet the expectations outlined in our Behaviour Policy whilst making their way to the meeting point, the class teacher will make contact with the pupil's parent/carers to discuss. If concerns remain in place after this conversation, the school are able to withdraw the use of a meeting point for the child.

#### **4.3.4 Year Five and Year Six Dismissal Points**

Class teachers will dismiss the children between 3:05-3:15pm. Year Five will be dismissed from their classroom doors; Year Six will be dismissed from the external corridor door next to Ducks classroom. This external corridor door will be supervised by a member of the Year Six team and closed as soon as dismissal has been completed.

When in Year Five and Six, parents are able to agree a meeting point for the child on the grounds at the front of the school. This meeting point is to be agreed between the child's class teacher and parents and will expire at the end of each academic year. When dismissal time commences, the class teacher will dismiss any children with a meeting point without a parent/carer coming to the classroom door. If a child arrives at their meeting point and their parent/carer is not present, children are requested to make their way back into school finding either their teacher or a member of office staff.

Should there be any reason to believe a child is not being met by an adult at the meeting point on school grounds or the child's conduct and behaviour does not meet the expectations outlined in our Behaviour Policy whilst making their way to the meeting point, the class teacher will make contact with the pupil's parent/carers to discuss. If concerns remain in place after this conversation, the school are able to withdraw the use of a meeting point for the child.

In addition to meeting points on school grounds, children are able to walk home without adult supervision if a signed Walking Home Contract has been completed (Appendix Three). Contracts will expire at the end of each academic year. When dismissal time commences, the class teacher will dismiss any children with a walking contract without a parent/carer coming to the classroom door. Should there be any reason to believe a child is breaching the terms of the contract, the class teacher will make contact with the child's parent/carers to discuss. If concerns remain in place after this conversation, the school are able to withdraw the use of a walking contract for the child.

#### **4.3.5 Collective Dismissal for Siblings**

Sometimes, a parent/carer wishes to collect all of their children from one area of the school. In this event, the collection point will be from the youngest sibling's dismissal point. The older sibling(s) will be escorted by a member of school staff to their younger sibling's dismissal point once dismissal has been completed in their own classroom.

For example: a family has three children attending HCFS (one in Reception, one in Year Two and one in Year Four). Parents request to collect all three siblings from the same dismissal point. As the youngest sibling is in Reception, collection will be from the Reception dismissal point. The class teachers of the siblings in Year Two and Year Four will complete the safe dismissal of their classes/year group. Once complete, the class teacher will escort the sibling to the Reception dismissal point for dismissal.

#### **4.3.6 During the School Day**

There are times when a parent/carer needs to collect their child from school during the school day. An example of this could be because the child is unwell or they need to attend a medical appointment. If this is the case, the parent/carer needs to visit the school office for collection. If the parent/carer collecting the child is not known to the office staff member, the password may be requested to validate safe dismissal (explained in section 4.1). Once safe dismissal has been validated, a member of the office team will either:

- go and collect the child from their classroom, informing the class teacher that the child is leaving the school building and going home/to an appointment etc;
- collect the child from the medical room.

The child will then be dismissed to the parent/carer through the office doors and the dismissing staff member will sign the child out of the building.

If the child has been in the medical room and has gone home as a result of illness/injury, the class teacher needs to be verbally informed of their departure by the dismissing staff member, as soon as possible, so the orange fire evacuation card in the classroom can be updated.

#### **4.4 To Extra-Curricular Clubs**

The office team provide classroom staff, on a daily basis, with an up to date list of pupils attending extra-curricular after school clubs. Class teachers view the list ahead of the end of the core school day and verbally notify pupils if they are on the list for any clubs.

As class teachers commence the dismissal from the core school day:

- Children in Reception, Year One, Year Two, Year Three and Year Four who are attending a club are escorted by a member of school staff to the location of the club (e.g. the new MUGA) and handed into the care of the adult leading the club. If the leading adult is yet to arrive in the location, the staff member is required to wait with the children until the adult arrives and a safe hand over can occur;
- Children in Year Five and Year Six are dismissed from their classrooms and are asked to independently walk to the location of their club. If the leading adult is yet to arrive in the location when they arrive, they are requested to make their way back to their classroom and inform their class teacher who will help them once they have dismissed all other children from their care.

In addition to the lists provided to classrooms, the office team also provide a register to each HCFS adult who is leading a club. Registers for externally provided clubs are created by the external providers, not the HCFS office team.

##### **4.4.1 Dismissal from Extra-Curricular Clubs**

Extra-curricular clubs finish at 4:05pm. Dismissal from all extra-curricular clubs takes place through the main doors to the school.

For HCFS run clubs, the staff member leading the club is responsible for the dismissal of the children attending their club. The office team will have provided a password list for the attending children to support safe dismissal, as outlined in section 4.1.

For externally run clubs, a member of the office team will be present to support the leading adult with safe dismissal. The office staff member will have access to all passwords so that safe dismissal, as outlined in section 4.1, can take place.

If a child is not collected by 4:15pm, and they are not on any of the registers for wrap around care, they will be handed into the care of a member of the office team. The office team member will begin making contact with parents to notify them of the late collection and discuss plans for a collection from school for the child as soon as possible. If contact with a parent/carer has not been able to be made by 4:25pm, the office team member will speak with a DSP to discuss next steps. It is possible, that if no contact can be made with parents/carers, advice will be sought from Children's Services.

For children who are persistently late to be collected from school (collection after 4:20pm on three or more occasions in a term), a late collection charge of £10 per late collection will be applied to their arbor account.

##### **4.4.2 Early Dismissal from Extra-Curricular Clubs**

Should a parent/carer need to collect their child early from an extra-curricular club, they need to visit the school office. If the parent/carer collecting the child is not known to the office staff member, the password may be requested to validate safe dismissal (explained in section 4.1). Once safe dismissal has been validated, a member of the office team will go and collect the child from their club, informing the adult leading the club

that the child is leaving the club and going home, and will then bring them to the school office. The child will be dismissed to the parent/carer through the office doors.

#### **4.5 To Wrap Around Care**

The office team provide classroom staff, on a daily basis, with an up to date list of pupils attending wrap around care. Class teachers view the list ahead of the end of the core school day and verbally notify pupils if they are on the list for any clubs. The office staff also update the registers for extra-curricular clubs to show if any of the children attending the club are due to attend wrap around care when the club finishes.

##### **4.5.1 At the End of the Core School Day**

Children in Reception, Year One, Year Two, Year Three and Year Four who are attending wrap around care are escorted by a member of school staff to the enrichment room and handed into the care of the adult leading the provision. If the leading adult is yet to arrive in the location, the staff member is required to wait with the children until the adult arrives and a safe hand over can occur.

Children in Year Five and Year Six are dismissed from their classrooms and are asked to independently walk to the enrichment room. If the leading adult is yet to arrive in the location when they arrive, they are requested to make their way back to their classroom and inform their class teacher who will help them once they have dismissed all other children from their care.

##### **4.5.2 At the End of Extra-Curricular Clubs**

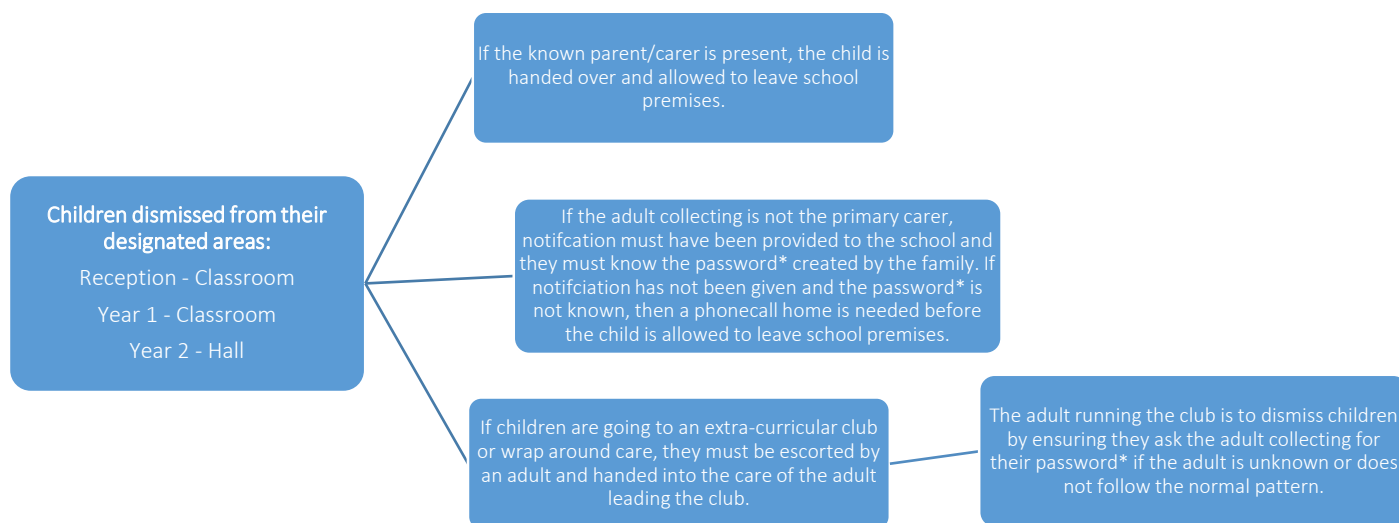
Children in Reception, Year One, Year Two, Year Three and Year Four who are attending wrap around care are escorted by the adult leading their club to the enrichment room and handed into the care of the adult leading the provision.

Children in Year Five and Year Six can be dismissed from their extra-curricular club to independently walk to the enrichment room and join the wrap around care provision.

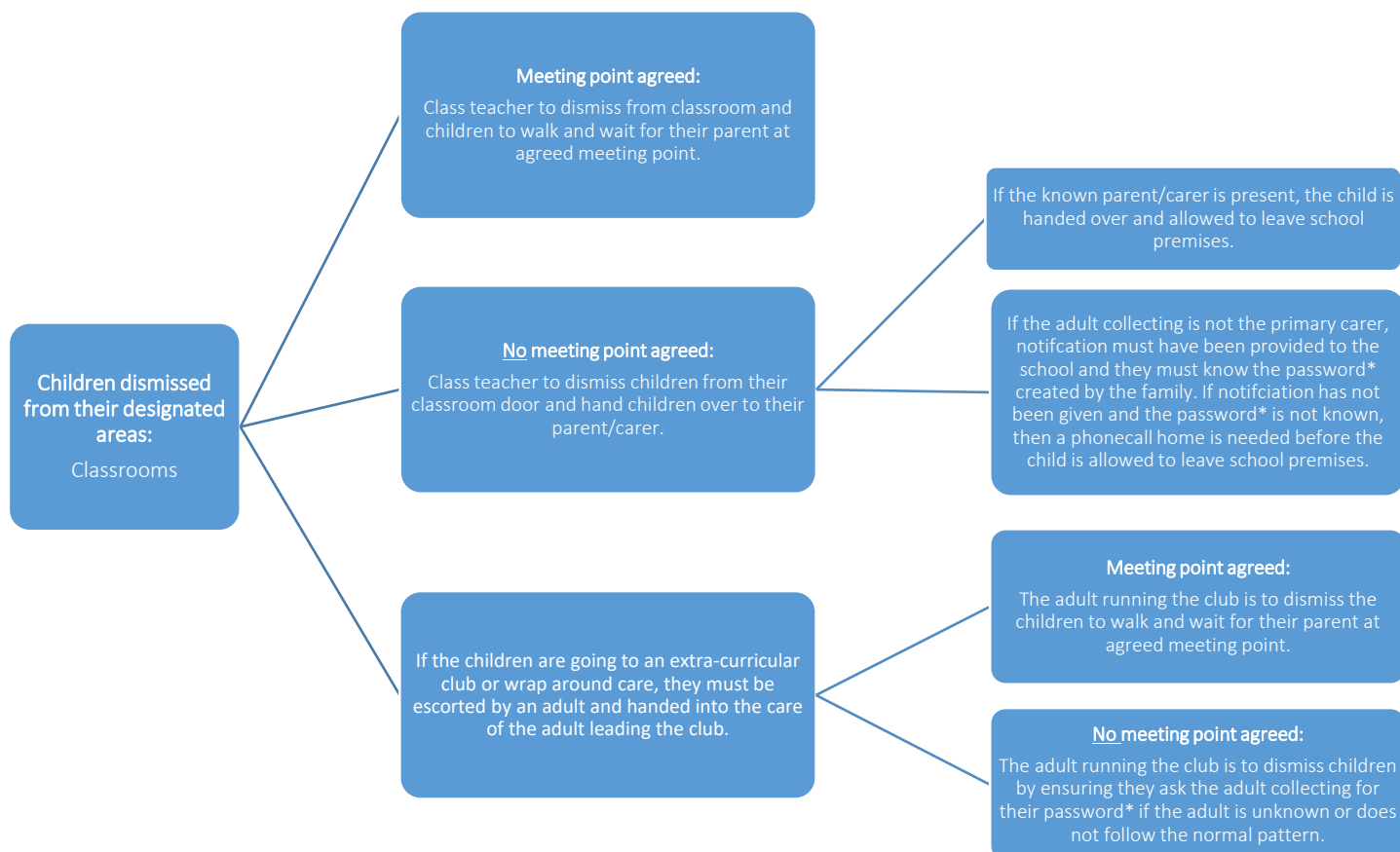
## Appendix One – Dismissal Flow Charts

\*Password information can be found in section 4.1

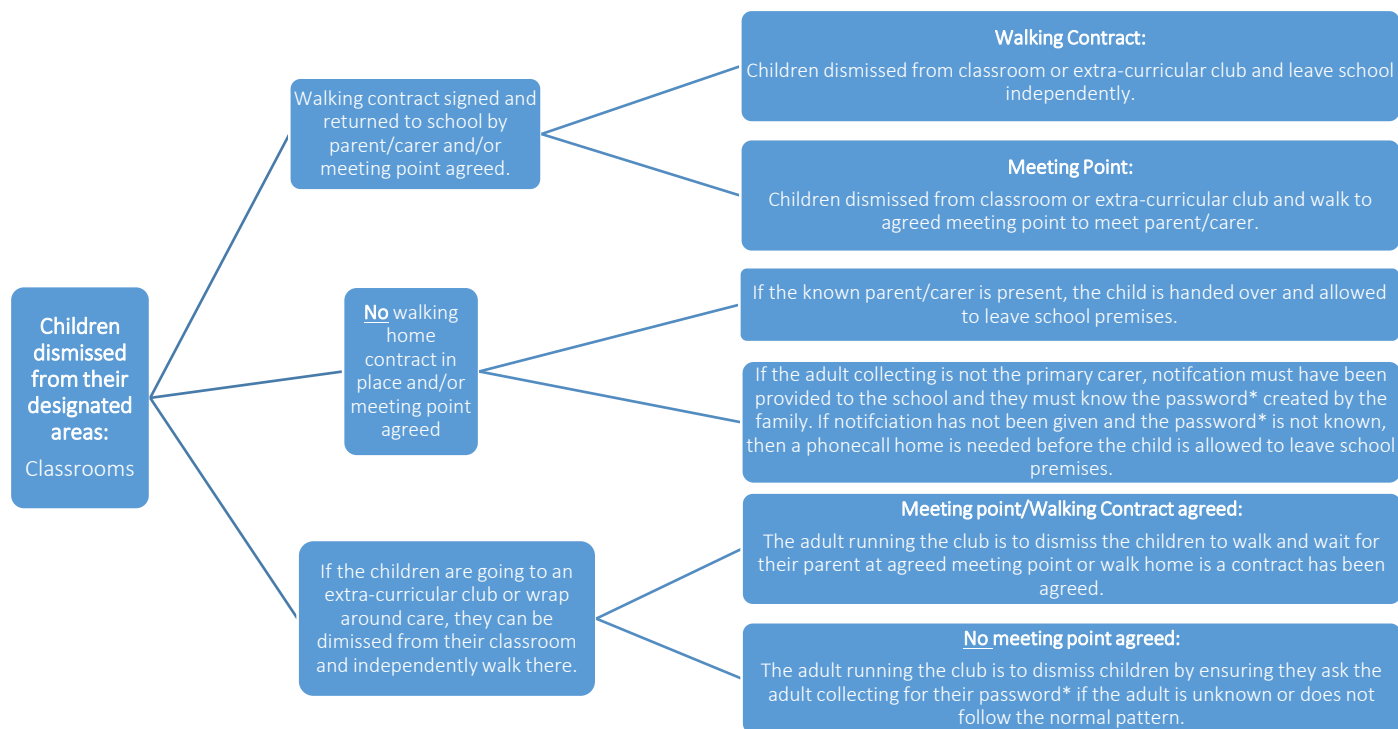
### Reception, Year One and Year Two



### Year Three and Year Four



## Year Five and Year Six



## Appendix Two – Meeting Point Contract

Dear Parents and Carers,

In Lower Key Stage Two, we allow our pupils to walk from the classroom to a designated meeting point. Please find the meeting point contract attached to this letter.

As parents/carers, when deciding whether your child is ready to walk to and from the classroom alone, it is important that the following points are considered:

- Do you trust them to walk to the meeting point?
- Do you trust them to return to school if you are not there?
- Do you trust them not to leave the school grounds without you?
- Is your meeting point within the school grounds?
- Is your child aware of where the meeting point is?

Please ensure that your child is aware of where their designated meeting point is within the school grounds.

In addition to this, in the eventuality that you are running late, please ensure your child understands that they should return to the school office if no one is there to collect them.

Finally, please ensure your child understands that they must not leave the school grounds unaccompanied.

Kind regards,

*Mrs Victoria Hobson*

Mrs Victoria Hobson  
Principal

Child's Name:	Class:
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I request permission for my child to leave the classroom to a designated meeting point.

Name:	Signed:	Date:
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My child's meeting point is:

*Please remember, this point must be within school grounds.*

Meeting point agreed by the school on:	Signed by the school:	Meeting point will expire on:
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Please can you make sure your child knows what to do if their adult is not there to collect them?

Thank you.



## Appendix Three – Walking Home Contract

Dear Parents and Carers,

In Upper Key Stage Two, we allow our pupils to walk home without adult supervision. Please find the walking home contract attached to this letter.

As parents/carers, when deciding whether your child is ready to walk to and from school alone, it is important that the following points are considered:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they know what to do if they needed help?
6. Would they know whom best to approach to get help?
7. Does your child have a mobile phone which they can use to contact for help?

*Although, not imperative or a deciding factor of whether a contract will be authorised by the school, we would strongly encourage a walking contract to only be applied for if a pupil has a mobile phone that they are able to bring with them to school on a daily basis.*

Your child will be responsible for their behaviour whilst on the school premises and in the surrounding areas before and after school. Your child should be walking directly to and from the specified address on the attached contract and not visiting other destinations. Should their behaviour not be acceptable, or if they are found to be visiting other destinations, you will be asked to accompany them to and collect them from school each day. In addition, we will meet with you to review the contract together with your child, as their safety is paramount to us all.

After considering all of the above, if you decide that your child is ready for this responsibility you must complete a walking contract and submit to the school for consideration. Your child will be prevented from walking home unless this contract has been completed by both home and school.

Kind regards,

*Mrs Victoria Hobson*

Mrs Victoria Hobson  
Principal

