

Arrival and Departure of children, parents and staff

All children and parents will arrive and wait on the nursery playground. A member of staff will open the gate to allow children and parents to enter to their child's relevant nursery class. Parents are welcomed to settle their child into their classroom or to leave them with a member of staff who always stands to ensure the safety of the children at all times.

Once the majority of the children are present, the outside doors and gates are shut. Parents arriving later than 8.55am / 11.15 am are asked to enter the school building via the main reception.

No child will be allowed to leave the premises unless accompanied by a known adult who should be named on the pupil profile or added earlier that day to the collections folder.

In the case of an unknown adult collecting a child, they will not be allowed to leave. The emergency contact numbers will be used to telephone parent/or main carer.

Parents are to wait on the playground at the end of the session. Children are collected from the classroom when staff recognise and are happy with the person collecting each child. The children are not able to leave through the nursery door until a member of staff says so.

Staff are to enter and leave the building via the main entrance. They are asked to sign in and out.

All staff are employed with set hours, if a member of staff is sick they should call the school office as early as possible that morning (to enable relief staff to be called in).