



Arrival and Dismissal Policy

Nursery - Year 6

Approved by	C. Snowden		
Date	01.09.2026	Next review due	01.09.2027

Summary of Changes

Version	Date	Summary of Changes	Approved By
1	September 2025	Written	
2	October 2025	Register procedure for the start of day updated in Nursery	C Snowden
3	September 2026	Updated walking home procedure & Mobile Phone Usage at collection	C Snowden

Aims of the Procedure:

At Western House Academy, we are committed to ensuring that we safeguard our children when they arrive and leave our setting. Below is the procedure staff will follow when the children arrive and leave the school.

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Nursery

Beginning of the day: 8:30am (15 hour children)

- The doors open when there are adequate staff ratios
These are:

At least 1 member of staff for every 13 children	At least 1 member of staff must be a school teacher If other members of staff are needed to fulfil the ratio, at least 1 of them must have a full and relevant level 3 qualification
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- The Nursery Teacher or level 3 member of staff will position at the outside door.
- A paper register, of children attending, will be taken by the staff member located at the front door.
- Another trained member of staff will be positioned at the inside door to welcome children.
- The remaining staff will be located in the nursery with the children
- The lunch box trolley is located outside the nursery door for children to leave their lunchboxes and water bottles.
- No parents will be permitted inside the nursery
- An SLT member will attend to support
- At 8:40am the outside and internal door is shut. Any parents arriving after this time must go to the office.
- The electronic register will then be called with the children and cross checked with the paper register.

Beginning of the day: 9:30am (30 hour children)

- The doors open when there are adequate staff ratios
These are:

At least 1 member of staff for every 13 children	At least 1 member of staff must be a school teacher If other members of staff are needed to fulfil the ratio, at least 1 of them must have a full and relevant level 3 qualification
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- The Nursery Teacher or level 3 member of staff will position at the outside door.
- Another trained member of staff will be positioned at the inside door to welcome children
- The remaining staff will be located in the nursery with the children
- The lunch box trolley is located outside the nursery door for children to leave their lunchboxes and water bottles.
- No parents will be permitted inside the nursery
- At 9:40am the outside and internal door is shut. Any parents arriving after this time must go to the office.

Dismissal at 11:30am (15 hour children) - *To ensure effective handovers and protect pupil safety under national safeguarding guidance, parents and carers are expected to remain off mobile phones during collection times so staff can directly engage and confirm a safe handover.*

- Children will remain in the Nursery classroom.
- The Nursery Teacher or level 3 member of staff will position at the outside door.
- Another trained member of staff will be positioned at the inside door. The door will remain closed and the staff member will release children to the teacher located at the outside door once parents arrive.
- The remaining staff will be located in the nursery with the 30 hour children.
- No parents will be permitted inside the nursery.

Arrival at 12:30pm (15 hour children)

- The doors open when there are adequate staff ratios
These are:

At least 1 member of staff for every 13 children	At least 1 member of staff must be a school teacher If other members of staff are needed to fulfil the ratio, at least 1 of them must have a full and relevant level 3 qualification
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- The Nursery Teacher or level 3 member of staff will position at the outside door.
- Another trained member of staff will be positioned at the inside door to greet the children.
- The remaining staff will be located in the nursery with the children
- Water bottles are placed in the box.
- No parents will be permitted inside the nursery.
- At 12:40pm the outside and internal door is shut. Any parents arriving after this time must go to the office.
- The electronic register will then be called with the children and cross checked with the paper register.

Dismissal at 15:30pm (15 and 30 hour children) - *To ensure effective handovers and protect pupil safety under national safeguarding guidance, parents and carers are expected to remain off mobile phones during collection times so staff can directly engage and confirm a safe handover.*

- Children will remain in the Nursery classroom.
- The Nursery Teacher or level 3 member of staff will position at the outside door.
- Another trained member of staff will be positioned at the inside door. The door will remain closed and the staff member will release children to the teacher located at the outside door once parents arrive.
- A member of SLT will support with dismissal.
- The remaining staff will be located in the nursery with the children.
- No parents will be permitted inside the nursery
- If a parent or carer wants to speak to a member of staff, they will be asked to wait until all the children have been released.

Reception

Beginning of the day

The start of the day is 8:45 am. We operate a soft start from 8:30am and the gates will be open from 8:30am.

The children enter the playground via the back gate with parents and parents are expected to leave the children at the reception gates.

- Staff will position outside the classroom doors to greet the children
- Other staff members will be positioned at the inside door to welcome children
- The lunch box trolley is located inside or outside the reception door for children to leave their lunchboxes
- No parents will be permitted inside the classrooms
- An SLT member is located on the playground for support
- At 8:45 am, the outside and internal door are shut. Any parents arriving after this time must go to the office.

End of the day - *To ensure effective handovers and protect pupil safety under national safeguarding guidance, parents and carers are expected to remain off mobile phones during collection times so staff can directly engage and confirm a safe handover.*

The end of the day is 3:15pm. The parents will wait outside the reception doors but not on the Astroturf.

- Each class will be sat on the carpet in their classroom with their home time things.
- The teacher will be at the door dismissing, the key worker will be in the classroom.
- Children are to be released one at a time
- No child is to be released to anyone not named on the end of day arrangement form. All staff are to contact parents when an unfamiliar or not named adult arrives to collect a child.
- Parents are expected to inform the office if there is a change in adult collecting a child.
- No parents will be permitted inside the classrooms or building unless escorted by a member of staff.

Year One

Beginning of the day

The start of the day is 8:45 am. We operate a soft start from 8:30am and the gates will be open from 8:30am.

The children enter the playground via the back gate with parents or front gates without parents. Parents are expected to leave the children at the classroom door located on the main playground

- Staff will be positioned at the outside door to the classroom to greet the children
- Other staff members will be positioned inside the classroom to welcome children
- The lunch box trolley is located outside the classroom internal door for children to leave their lunchboxes
- No parents will be permitted inside the classrooms
- An SLT member is located on the playground for support
- At 8:45 am, the outside and internal door are shut and will not be permitted entry through the back gate. Any parents arriving after this time must go to the office.

End of the day - *To ensure effective handovers and protect pupil safety under national safeguarding guidance, parents and carers are expected to remain off mobile phones during collection times so staff can directly engage and confirm a safe handover.*

The end of the day is 3:15pm. The parents are permitted on the playground via any gate and will wait outside the classroom door located on the main playground.

Each class will line up in the classroom

- The teacher and key worker will release a child once a named adult is seen
- Children are to be released one at a time
- No child is to be released to anyone not named on the end of day arrangement form. All staff are to contact parents when an unfamiliar or not named adult arrives to collect a child.
- Parents are expected to inform the office if there is a change in adult collecting a child.
- No parents will be permitted inside the classrooms.

Year Two

Beginning of the day

The start of the day is 8:55 am. We operate a soft start from 8:30am and the gates will be open from 8:30am.

The children enter the playground via the back gate or front gates without parents. Parents are expected to leave the children at the gates. Staff are positioned on the gate to ensure no child leaves the premises.

- Staff will position at the outside door to the classroom to greet the children
- Other staff members will be positioned at the inside door to welcome children
- The lunch box trolley is located outside the classroom internal door for children to leave their lunchboxes
- No parents will be permitted inside the classrooms
- An SLT and additional staff members is located on the playground for support
- At 8:55 am, the outside and internal door are shut. Any children arriving after this time must go to the office.

End of the day - *To ensure effective handovers and protect pupil safety under national safeguarding guidance, parents and carers are expected to remain off mobile phones during collection times so staff can directly engage and confirm a safe handover.*

The end of the day is 3:25pm. The parents are permitted on the playground via any gate and will wait outside the classroom door located on the main playground.

- Each class will line up in the classroom
- The teacher and key worker will release a child once a named adult is seen
- Children are to be released one at a time
- No child is to be released to anyone not named on the end of day arrangement form. All staff are to contact parents when an unfamiliar or not named adult arrives to collect a child.
- Parents are expected to inform the office if there is a change in adult collecting a child.
- No parents will be permitted inside the classrooms or building unless escorted by a member of staff.

Year Three

Beginning of the day

The start of the day is 8:55 am. We operate a soft start from 8:30am and the gates will be open from 8:30am.

The children enter the playground via the back gate or front gates without parents. Parents are expected to leave the children at the gates. Staff are positioned on the gate to ensure no child leaves the premises.

- Staff will remain in their classrooms to greet the children
- Other staff members will be positioned at the outside main playground entrance door to welcome children
- Children will enter the building by the Year 4 stairs and make their way to their classroom via the Year 4 corridor
- The lunch box trolley is located at the bottom of the stairs for children to leave their lunchboxes
- No parents will be permitted beyond the gates
- An SLT and additional staff members is located on the playground for support
- At 8:55 am, the outside and internal door are shut. Any children arriving after this time must go to the office.

End of the day - *To ensure effective handovers and protect pupil safety under national safeguarding guidance, parents and carers are expected to remain off mobile phones during collection times so staff can directly engage and confirm a safe handover.*

The end of the day is 3:25pm. The parents are permitted on the playground via any gate and will wait outside the main building door located on the main playground next to the reception playground.

- Each class will line up in the classroom
- The teacher will walk the children down the stairs located near the office to the playground
- Staff will release a child once a named adult is seen
- Children are to be released one at a time
- No child is to be released to anyone not named on the end of day arrangement form. All staff are to contact parents when an unfamiliar or not named adult arrives to collect a child.
- Parents are expected to inform the office if there is a change in adult collecting a child.
- No parents will be permitted inside the classrooms or building unless escorted by a member of staff.

Year Four

Beginning of the day

The start of the day is 8:55 am. We operate a soft start from 8:30am and the gates will be open from 8:30am.

The children enter the playground via the back gate or front gates without parents. Parents are expected to leave the children at the gates. Staff are positioned on the gate to ensure no child leaves the premises.

- Staff will remain in their classrooms to greet the children
- All children will enter via the outside door located at the end of Year 2 and walk up the stairs to their classrooms. This will be overseen by the staff member on the front gate
- The lunch box trolley is located at the bottom of the stairs for children to leave their lunchboxes
- No parents will be permitted beyond the school gate
- An SLT and additional staff members is located on the playground for support
- At 8:55 am, the outside and internal door are shut. Any children arriving after this time must go to the office.

End of the day - *To ensure effective handovers and protect pupil safety under national safeguarding guidance, parents and carers are expected to remain off mobile phones during collection times so staff can directly engage and confirm a safe handover.*

The end of the day is 3:25pm. The parents are permitted on the playground and will wait outside the Premises team shed located on the main playground next to Year 2 and the Year 6 building.

- Each class will line up in the classroom
- The teacher and key worker will walk the children down the stairs (located near Year 4 at the end of the top corridor) to the main playground
- Parents will be expected to stand behind the cones so the children can be released safely
- Staff will release a child once a named adult is seen
- Children are to be released one at a time
- No child is to be released to anyone not named on the end of day arrangement form. All staff are to contact parents when an unfamiliar or not named adult arrives to collect a child.
- Parents are expected to inform the office if there is a change in adult collecting a child.
- No parents will be permitted inside the classrooms or building unless escorted by a member of staff.

Year Five

Beginning of the day

The start of the day is 8:55 am. We operate a soft start from 8:30am and the gates will be open from 8:30am.

The children enter the playground via the back gate or front gates without parents. Parents are expected to leave the children at the gates. Staff are positioned on the gate to ensure no child leaves the premises.

- Staff will remain in their classrooms to greet the children
- All children will enter their classrooms via the classroom door on the main playground
- The lunch box trolley is located outside the classroom for children to leave their lunchboxes
- No parents will be permitted beyond the school gate
- An SLT and additional staff members is located on the playground for support
- At 8:55 am, the outside and internal door are shut. Any children arriving after this time must go to the office.

End of the day - *To ensure effective handovers and protect pupil safety under national safeguarding guidance, parents and carers are expected to remain off mobile phones during collection times so staff can directly engage and confirm a safe handover.*

The end of the day is 3:25pm. Any parents collecting are permitted on the playground and will wait outside the Year 5 classrooms located on the main playground.

- Each class will wait in their class seat.
- Staff are to be positioned on the external door and call the children once parents are seen.
- Children who have permission to walk home are to leave the classroom first.
- Parents will be expected to stand back so the children can be released safely
- Children are to be released in an orderly manner.
- No child is to be released to anyone not named on the end of day arrangement form. All staff are to contact parents when an unfamiliar or not named adult arrives to collect a child.
- Parents are expected to inform the office if there is a change in adult collecting a child.
- No parents will be permitted inside the classrooms or building unless escorted by a member of staff.

Year Six

Beginning of the day

The start of the day is 8:55 am. We operate a soft start from 8:30am and the gates will be open from 8:30am.

The children enter the playground via the back gate or front gates without parents. Parents are expected to leave the children at the gates. Staff are positioned on the gate to ensure no child leaves the premises.

- Staff will remain in their classrooms to greet the children
- All children will enter their classrooms via the classroom door on the main playground
- The lunch box trolley is located outside the classroom for children to leave their lunchboxes
- No parents will be permitted beyond the school gate
- An SLT and additional staff members is located on the playground for support
- At 8:55 am, the outside and internal door are shut. Any children arriving after this time must go to the office.

End of the day - *To ensure effective handovers and protect pupil safety under national safeguarding guidance, parents and carers are expected to remain off mobile phones during collection times so staff can directly engage and confirm a safe handover.*

The end of the day is 3:25pm. Any parents collecting are permitted on the playground and will wait outside the Year 6 classrooms located on the main playground.

- Each class will wait in their class seat.
- Staff are to be positioned on the external door and call the children once parents are seen.
- Children who have permission to walk home are to leave the classroom first.
- Parents will be expected to stand back so the children can be released safely
- Children are to be released in an orderly manner.
- No child is to be released to anyone not named on the end of day arrangement form. All staff are to contact parents when an unfamiliar or not named adult arrives to collect a child.
- Parents are expected to inform the office if there is a change in adult collecting a child.

No parents will be permitted inside the classrooms or building unless escorted by a member of staff.

Walking Home

1. Eligibility

- Only pupils in Year 5 and Year 6 are permitted to walk home from school unaccompanied.
- Children in Nursery through Year 4 must be collected by a designated, responsible adult.

2. Parental Consent & Authorisation

- Before any Year 5 or 6 child is allowed to walk home alone, a parent or legal guardian must complete and submit an End of Day Arrangement Form.
- This form serves as formal written permission and must be on file prior to the child departing unaccompanied.

3. Unauthorised Requests & Protocol

- If a child states they are walking home alone, but the school has not received written permission via the End of Day Arrangement Form, the child will not be released by class staff.
- The child will be escorted to the main school office while staff contact the parent or guardian to verify arrangements.

4. Emergency Verbal Permission

- If a parent provides verbal authorisation over the phone, the child will be permitted to walk home for that day.
- Staff will record this verbal consent immediately on CPOMS.
- The parent will be required to update and submit the formal End of Day Arrangement Form for future occurrences.