



**ST GEORGE'S  
CATHOLIC PRIMARY SCHOOL**

**EARLY YEARS ARRIVAL AND  
DISMISSAL POLICY**

**INSPIRED BY GOSPEL VALUES, TO GROW AND LEARN  
THROUGH FAITH, LOVE AND LAUGHTER**

**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 school doors are opened at 8:45 am. A member of staff will be positioned at the Early Years entrance to welcome the children in and be available to talk to any parents. This member of staff will also ensure that no child leaves after they have been dropped off.
- 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. When the children are dismissed from Early Years, the staff must ensure that the parent/carer has seen that the child is leaving the Early Years area. This may be by a look or wave from the parent. The Early Years staff must wait until the parent/carer has acknowledged their child is leaving before they dismiss them.
- The school day begins at 8:45am and finishes at 3:15pm 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/SLT.