

Drop off and collection to and from St John's

Morning Drop Off

At St John's, our main school gates are open from 8am for children attending breakfast club. Children should be dropped to the main hall by their parent/guardian/carer and signed in on the Breakfast Club register.

Children who are not attending breakfast club should not be on the school site until after 8.30am and must be accompanied by a parent or guardian whilst they wait for the school side gate to be opened at 8.40am.

Lone Walkers in Y6 should not be on school site until 8.40am.

Once the side gate allowing access to classrooms is opened at 8.40am, children from EYFS - Y5 must be accompanied by their parents to the relevant classroom door. Y6 lone walkers may walk to their classroom unaccompanied.

Staff from SLT and the school's Pastoral TA will be available to welcome the children at the main school gates and side gate. Class Teachers and Teaching Assistants will 'Meet and Greet' the children on arrival to their classrooms.

Children attending our school Breakfast Club will be taken to their classrooms by the breakfast club staff at 8.40am.

The side gate and main school gates are closed at 8.50am and 9am respectively. Arrival after this time should be through the main school office to ensure the child is registered as on site. Arrival after 9am will incur a late mark. Arrival after 9.30am will incur an absent mark for that morning session.

Afternoon Collection

The school day at St John's ends at 3.20pm and parents should wait for their child to be released by their class teacher in the relevant class release areas : **EYFS** - Under the EYFS area, **KS1** - Front steps of the school, **KS2** - Slope to the left hand side of the school.

Teachers will shake the children's hand once a parent/carer for the child is identified and the child will be released to that parent/carer.

At St John's we follow the guidance that collection of children can only be by someone who is aged 14+ and should it be a child under the age of 18 collecting (14-18 years old), then we require written permission from parents that they are happy for their child to be released to this minor. Children will not be released to children under the age of 14.

Lone Walkers from Y6 must have written permission from parents to say that they are able to walk off school site unaccompanied at the end of the school day once released by their class teacher.

School records detail adults who are able to collect children and parents./carers must notify the school by telephone 01884 253630 or by emailing SBM@stjohnstiverton.co.uk if there is a different or unknown adult collecting a child. Passwords for release will then be provided to allow for safe release of children.

Children attending our after school club or extra curricular clubs will be taken to the relevant clubs by their class teacher and registered at the club.

Children attending extra curricular clubs will be released at the end time of the club from the front school steps, using the same handshake method for afternoon drop off with the club leader.

Children attending the After School Club should be collected by a named parent/carer from the ASC classroom and will be signed out of their register. If an unknown/different adult is collecting from ASC, parents./carers must notify the school by telephone 01884 253630 or by emailing SBM@stjohnstiverton.co.uk. Passwords for release will then be provided to allow for safe release of children.

After School Club collection times range from 4.30pm - 5.45pm. The club ends at 4.30pm on Fridays.