



Lickey Hills Primary School and Nursery

HOME TIME PROCEDURES AND MORNING LATE ARRIVALS

Updated Jan 2018

We have a strict policy on punctuality and ask that all children are in school by 8.50am. We lock gates and doors shortly after this time so any late arrivals **must** go to reception to sign in accompanied by an adult giving the reason for late arrival. We recognise there are exceptional circumstances however persistent late arrival will be referred to the Educational Investigation Services.

If you need to visit us during school hours or collect children early we insist that you arrive at the main reception door and sign in. Office staff will collect your child from class. If you phone ahead we will have your child ready for collection wherever possible.

If your child is going home with someone other than yourself we ask that this is put in writing to the child's class teacher as they will not release children without **written permission from parents**. This includes children going home from school extra-curricular clubs. This applies even if the adult is known to us as a parent. If you are unable to put it in writing on the day, for safeguarding purposes if someone other than yourself needs to collect your child, you will need to provide them, with your password, we will not release your child unless the password is provided. Collections can only be made by adults.

In KS1 and EYFS we release children one by one to a known adult .We

Old Birmingham Road, Lickey, Birmingham B45 8EU • Telephone 0121 445 1992 • Fax 0121 445 5803
email office@lickeyhills.worcs.sch.uk • www.lickeyhills.worcs.sch.uk

Headteacher Miss Amanda Salisbury, B.Ed(Hons), NPQH



expect the children to wait in single file so the teacher can ensure an appropriate adult is there. Please encourage your child to remain in line and do this for their safety. If you are not there to collect your child we will make arrangements to keep them safe in school.

If you are going to be late collecting your child please let us know as soon as possible and we will make arrangements to keep them safe in school .It is advisable to register your child at Magic Moments as there may be a space available.

Please ensure KS2 children know that in the event of an emergency if someone is not on the playground to collect them they should go to a member of staff who will take them to the school office to contact parents/carers. They should not leave the school premises alone or with another adult. All KS2 Staff have an end of day duty and will be present at various points around the school.

Please ensure any changes to the home time routine are put in **writing** to the class teacher, verbal arrangements will not be accepted.

Thank you for your cooperation in ensuring our school is a safe and happy place to learn.