



End of day dismissal at Falconers Hill Infants School

We ask that children and parents always enter the site via the gate closest to their child's year group. Early years to use the gate at the back of the school opposite the rainbow room and there are two gates for Year 1 and 2: the main red gate just off the main school entrance and the smaller green gate which leads onto Ashby Road.

At the end of the day, each KS1 class will be dismissed by the class teacher from their year group door. The teacher will stand at the door and the classroom teaching assistant will remain in the classroom with the class. Once the teacher, has seen the child's 'named adult', the child will be released from the classroom to the teacher. EYFS will line up by their gate with their teachers, staff will call out the child's name and once the recognised adult is seen or waves the child will be sent to that adult. We will wait to check that the child gets to the adult before calling the next child. If we can't see you then the child will wait inside the gate safely. Parents are asked to stand at a suitable distance, so that staff can see who they are releasing children to. If parents wish to speak to the teacher, we ask that they wait until all children are dismissed but more preferable contact them via Seesaw.

As part of the admission process, parents will have informed the school who is responsible for collecting their child and any additional named adults, whether that be a family member or family friend. We ask that any changes are put in writing to the office detailing the full name and contact number of the trusted adult. Please ensure your list is up to date and accurate. Although it is sometimes tempting, please do not make arrangements with individual teachers. If a member of staff is unsure about who they are releasing to, they will direct the adult to the office so that verification can be sought.