

**St. Mary's CE Primary School, Putney**  
**From September 2021**



**Procedures for arrival (drop off)**

Refer to the table below for arrangements.

ARRIVAL	
Gates open at 8.45am; Registration at 8.55am; Gates close at 9.00am	
Main School Gate	Yard Gate
Year Two	Nursery
Year Three    Year Four	Reception
Year Five    Year Six	Year One

The school will operate a **'soft start'** to children arriving in the morning **from 8.45am** when the school gates are opened. Children will enter through the gates, park any scooters or bikes, and go directly to their classroom. Parents are not required to enter during the morning drop off and should say goodbye as they approach the school gates so that children can enter quickly. The school gates opened for arrival each morning are the Main School Gate (accessing the main school playground) for children in Year 2 to Year 6; and the Yard Gate (accessing the EYFS playground) for children in Nursery to Year 1. **Registration will take place in the classroom at 8.55am** when the school day has formally started. It is the responsibility of parent(s)/carer(s) to ensure their child(ren) attend school and arrive on time. The school gates will be closed at **9.00am**; any children arriving after this time will be late and are required to enter the school via the office at the main entrance.

**Procedures for dismissal (pick up)**

Refer to the table below for arrangements.

DISMISSAL	
Gates open at 3.15pm; Dismissal at 3.20pm; Gates close at 3.30pm	
Main School Gate	Yard Gate
Year Two	Nursery
Year Three    Year Four	Reception
Year Five    Year Six	Year One

The school will operate a traditional end of school day dismissal in the afternoon when the school gates are opened at **3.15pm**. Parent(s)/carer(s) should enter through the gates and find a place to wait within the permitted area. The children will assemble with members of staff by **3.20pm** when the school day has formally ended. Staff will then dismiss the children in turn when they have identified the child's parent(s)/carer(s). Parent(s)/carer(s), along with their collected child(ren), should then vacate the school premises as soon as possible. The school gates will close at **3.30pm**; any parent(s)/carer(s) collecting after this time will be late and are required to collect their child(ren) via the office at the main entrance.