



## Home time Policy

<b>Approved by:</b>	<b>Dolly Goriawala</b>	<b>Date of approval: May 2019</b>
<b>Last reviewed on:</b>	May 2020	
<b>Next review due by:</b>	December 2021	

The purpose/aim of this policy is to ensure students leave the school premises safely

### **Consultation:**

This policy was written by Head of Primary, in consultation with all members of the SLT.

### **Monitoring and evaluation:**

The heads of Foundation, Primary and secondary are responsible for using this policy to embed effective practice across all phases. Any issues or concerns arising from this is to be brought to the attention of the principal or heads.

**Foundation Stage: 1:00/1:30****Bus Students:**

- Bus students will be guided to the bus area by the class Teaching Assistant.
- Bus Monitors will ensure all bus students are present and have been checked by Teaching Assistants.
- Once students have been counted in their bus lines, the Bus Monitors will guide the Teaching Assistants and students to their designated buses.
- Any students not travelling on the bus (who normally do) will be noted by reception and class teacher and will pass this information onto the Bus Assistants and Bus Monitors before 12:55/13:25.
- On arrival to the bus, Teaching Assistants must stand at the bus door and complete the bus register for all students as they enter the bus.
- Teaching Assistants must check all students are accounted for.
- General bus safety checks will be conducted by the Teaching Assistants (students wearing seatbelts etc) before buses depart.

**Students Picked Up:**

- Students will remain in their classrooms with the Class Teacher until parent/carer picks them up
- After 10 minutes, the remaining students will be walked to the late room to wait for their parents (with after school monitor)
- If parents are more than 20 minutes late they will be contacted by the after school monitor and the pupil's details noted in the 'late pick up book' and the after-school care rate of 60aed per day will be charged.

**Primary and Secondary: 14:30/15:00 Finish****Bus Students:**

- Teacher/Teaching Assistant will send all bus students to the hall at 14:25/15:00.
- Students must sit in their bus lines, behaviour and discipline to be monitored by bus monitors and Teaching Assistants.
- Teaching Assistants will ensure all bus students are present and inform bus monitors of any irregularities/ missing students
- Any students not travelling on the bus (who normally do) will be noted by reception and class teacher and will pass this information onto the Bus Assistants and Bus Monitors before 14:25/14:50.
- Once students have been marked into bus lines, the Bus Monitors will guide the Teaching Assistants and students to their designated buses.
- On arrival at the bus, Teaching Assistants must stand at the bus door and complete the bus register for all students as they enter the bus.
- Teaching Assistants must check all students are accounted for.
- General bus safety checks will be conducted (students wearing seatbelts etc) by Teaching Assistants before buses depart.

**Students Picked Up:**

- Students will remain in their classrooms with the Class Teacher until parent/carer picks them up. KS3/4 siblings can collect their siblings and meet parents in reception after receiving a phone call / message from their parents.
- At 14:45/15:10 any remaining students should be taken by the class teacher to the late room to wait for their parents (with after school monitors)
- Parents of students not collected by 15:05/15:20 will be contacted by the after school monitor and the pupil's details noted in the 'late pick up book' and late fees will apply (AED 20/-for each block of 15 minutes). Parents will be invoiced by admin staff at the end of the month.
- Security will ensure no pupil leaves the school property without their parent/guardian.