

Newton International
School D Ring



Procedures Before and After School

An International Community of Learners Striving for Excellence and Celebrating Success

August 2025

Review Annually

Prepared by
Deputy Head of Primary
Pastoral



Our Vision

An international community of learners striving for excellence and celebrating success.

Our Mission

We aim to provide the highest quality of education possible for our students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

Aim of Policy

- To provide an appropriate community service and a safe alternative for parents to use.
- Parents are to use the service for appropriate and valid reasons.
- To provide the service as an extension of the school day and therefore it promotes and follows regular school expectations with regards to behaviour, duty of care, appropriate supervision, and age appropriate activities.

Newton Group Values



Newton International School D Ring Values



HOURS THE SERVICE IS AVAILABLE:

The service will be available from 06.40 – 07.00am and 1:45 – 2:30pm for all children Sunday to Wednesday and aftercare can only be provided until 2:00 pm on Thursday.

Please note that these hours are available by arrangement and that the **expected hours for collection** are **1:30pm** for all Primary and Secondary children and **12:30 pm** for EYFS children.

There is no medical cover in school after 2.30pm - Sunday to Wednesday and from 2:00 pm on Thursdays.

PROCEDURE:

MORNING

Teaching Assistants are assigned duty from 06.40 am - 7:00 am outside of the school buildings (on the playground) while SMT and security are assigned duty at the entrance gates of the school to ensure safe entry and exit to and from the school playground.

Children are supervised outside (on the playground) once they enter the school premises. These areas are supervised by staff.

Children do not need to be in any of the buildings during this time. With the exception of EYFS children who will wait in the EYFS Foyer.

Bags can be safely left outside of the classroom buildings. Students proceed to class from 6:40am for a soft start to the school day.

This process will repeat for collection times 12:30-12:45 (EYFS) and 1:30-1:45 pm (Primary and Secondary).

AFTER-SCHOOL CARE:

EYFS:

After school care is arranged for EYFS from 12.30 – 1.30pm in the EYFS building. Any children in EYFS with older siblings in school, should be left in after-care and picked up at 1.30pm with their siblings. At 2.30pm any remaining children will be taken to the Palace Foyer to wait with the older children for collection.

CLASS TEACHERS - KS1, KS2 and KS3

At the end of the school day all students are either collected by parents / caregivers. At 2:00 pm all remaining children will go to the After School Care (ASC) in the aftercare rooms (KS1, KS2 and KS3 will be in three separate rooms).

At 2.30pm the remaining children will be taken to the Palace Foyer in the Primary Building and sat with the Deputy Head (Pastoral). Parents will then be called to inform them their child needs collection ASAP.

Children are expected to sit and wait quietly in ASC while they are waiting. Any inappropriate behaviour will be reported to the class teachers and parents will be informed. If bad behaviour in ASC continues, parents will be not be allowed to use this facility in future.

Permissions:

To effectively manage traffic and ensure the safety of students during school drop-off and pick-up times, the following provisions have been implemented. These measures are designed to support parents, streamline the collection process, and minimize traffic congestion around the school.

1. Sibling Collection

Older siblings in Year 5 and above are authorized to collect their younger siblings from their classrooms at the end of the school day. They will then proceed to meet parents at a designated collection area within the school premises. This system aims to reduce the number of individual pickups, easing congestion at the school gates.

2. Uber/Karwa/Mowasalat Collection

For children using ride-sharing services such as Uber, Karwa, or Mowasalat, the following procedures apply:

- Students will be released from class only when evidence of the ride booking has been presented.
- Upon release, students will be supervised at the school gate by security personnel and members of the Senior Leadership Team (SLT).
- Students will be escorted to their vehicle when it arrives to ensure a safe and orderly collection.
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3. Collection from School Gate

Parents who wish to collect their children directly from the school gate can do so. Children will wait in designated waiting areas until their parent or guardian arrives at the gate, at which point they will be released into their care.

4. Parent Authorisation

For all the above provisions, written authorisation from parents is required. Parents must provide a formal letter to the school, granting permission for their child(ren) to participate in sibling collection, ride-sharing arrangements, or direct gate collection. This ensures that all procedures are followed in a safe and organized manner.

These provisions are part of our ongoing commitment to improving traffic flow, ensuring student safety, and supporting our school community during busy drop-off and pick-up times.

Further information can be found in School Traffic Management Procedures.

Appendix



Newton

International School D-Ring Road

Dear Parent

Re: Agreement for Collection of Children by Siblings

We would like to remind you of the procedures and expectations regarding siblings collecting younger children from school. This is an important part of ensuring the safety and well-being of all students.

- **Eligibility:** The oldest sibling collecting younger children must be in Year 6 or above.
- **Collection Procedure:** The oldest sibling must collect their younger siblings directly from their classrooms.
- **Meeting Point:** After collecting their siblings, they should proceed to the designated meeting spot for parents.
- **Behavioural Expectations:** All children must adhere to the school's behavioural expectations during this process. It is vital that they act responsibly and safely while moving through the school premises.

Please be aware that if the children fail to meet these behavioural expectations, they put both their own safety and that of others at risk. In such cases, we will require that an adult collects the children from school instead of the sibling.

We trust that you understand the importance of these guidelines and will support us in ensuring that they are followed. The safety of our students is our top priority, and we appreciate your cooperation in this matter.

If you have any questions or need further clarification, please do not hesitate to contact the school. Thank you for your cooperation.

Sincerely,

Pauline Penney

Principal

Newton International School D Ring

Acknowledgment and Acceptance, the parent/guardian of _____
class _____, have read and understood the above terms and agree to comply with them. I
acknowledge that failure to adhere to these terms may result in a change to the collection
procedure for my child.

Parent/Guardian Signature: _____

Date: _____



Newton
International School D-Ring Road

Dear Parent

Re: Agreement for Collection of Children from the School Gate

This correspondence serves to outline the agreement regarding the collection of your child from the school gate each day.

1. **Collection Procedure:** You are required to call your child when you are approximately ten minutes away from the school. Upon receiving your call, your child will wait inside the front gate until your arrival.
2. **Student Responsibility:** Your child must remain within the designated waiting area near the front gate and adhere to all school rules while waiting. This includes not leaving the gate area or engaging in any unsafe behavior.
3. **Accompaniment Requirement:** For students in Year 3 and below, it is required that they be accompanied by an older sibling who is in Year 6 or above while waiting at the gate. This ensures an added layer of safety for our younger students.
4. **Contingency Plan:** Should your child fail to follow these rules and procedures, or if they are not accompanied by an older sibling as required, the privilege of waiting at the gate will be revoked. In such a case, you will be required to collect them directly from their classroom at the end of each school day.

This agreement is designed to ensure the safety and well-being of our children while facilitating a smooth and efficient collection process. By signing below, you acknowledge your understanding and acceptance of these terms.

Please do not hesitate to contact us should you have any questions or require further clarification.

Thank you for your cooperation.

Sincerely,
Pauline Penney
Principal
Newton International School D Ring

Acknowledgment and Acceptance, the parent/guardian of _____ class _____, have read and understood the above terms and agree to comply with them. I acknowledge that failure to adhere to these terms may result in a change to the collection procedure for my child.

Parent/Guardian Signature: _____

Date: _____



Newton

International School D-Ring Road

Dear Parent

Re: Agreement for Collection of Children from the School by Uber

As part of our ongoing commitment to the safety and well-being of our students, we are implementing specific procedures for children being collected by Uber each day. We kindly ask you to carefully review the following guidelines and acknowledge your understanding and acceptance of the responsibility involved.

1. Designated Pick-up Points:

- Students must be collected from either the **Side Gate on Tanjer Road** or the **Front Gate**.

2. Class Teacher Notification:

- Before leaving class, your child must show the Uber ride confirmation to their class teacher to ensure they are leaving safely.

3. Security Notification:

- Upon arrival at the gate, students must inform the security personnel of the Uber vehicle's registration number and wait by the gate until the vehicle arrives.

It is essential that children follow these procedures to ensure their safety. Students who fail to comply with these expectations or display unsafe behavior will be required to return to their classroom, and arrangements will need to be made for an adult to collect them from school.

By allowing your child to be collected by Uber, you acknowledge and accept that the school is not responsible for any incidents or issues that may arise during the collection and transportation process once your child has left the school premises.

Please do not hesitate to contact us should you have any questions or require further clarification.

Thank you for your cooperation.

Sincerely,
Pauline Penney
Principal
Newton International School D Ring

Acknowledgment and Acceptance, the parent/guardian of _____ class _____, have read and understood the above terms and agree to comply with them. I acknowledge that failure to adhere to these terms may result in a change to the collection procedure for my child.

Parent/Guardian Signature: _____

Date: _____