



Newton International Academy, Barwa

Morning & Aftercare Procedure Policy (EYFS)

*An International Community of Learners,
Striving for Excellence and Celebrating
Success*



NEWTON
INTERNATIONAL
ACADEMY | BARWA

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.

Newton Group Values



Aim

This policy outlines procedures for morning arrival and afternoon dismissal in Primary to ensure the safe, organised, and inclusive movement of all students before and after school hours.

Rationale

At Newton International Academy Barwa, safeguarding is at the heart of all routines. Clear arrival and dismissal procedures support student safety, punctuality, and accountability. The procedures promote positive relationships with parents, ensure staff duty of care, and maintain an orderly school environment that reflects our commitment to wellbeing and excellence.



EYFS Morning procedure & Aftercare Procedure Policy

The Newton International Academy Early Years Aftercare is a service that is provided to parents whose children travel by school bus, have to wait for older siblings to complete their school day or NIA Staff children. The morning procedure is also setup for early arrivals (from staff children and others).

MORNING PROCEDURE

As part of our policy, we have established clear procedures to ensure the safety and wellbeing of all children during morning drop-off. Teachers and TAs will be available to support child collection from 6:45 a.m., at which time the TA on duty will gather any children waiting in reception with security and escort them to class. Once in the classroom, children will engage in fine motor activities to support their development until formal registration begins. Parents are informed through this policy and the Parent Handbook that students should not/encouraged not to be dropped off at school before 7:00 a.m., except in specific cases such as children of staff members or families who have received prior approval due to special circumstances.

ALL students have to be accompanied by an adult (parents, nanny, driver) to the reception area where security will be waiting. The guardian will then sign into their fire register before they depart. **(Appendix 1)**

If a child arrives after 7:15, they will receive a late slip from reception. A parent must sign the slip, and the child will then be escorted by reception or security staff to their classroom, where they will hand the slip to their teacher. **(Appendix 3)**

AFTERCARE PROCEDURE

Class Teachers

The end of the day school routine will start at 12:30. All children will remain in the classroom with the classroom teacher at this time.

The class teacher will be informed when parents arrive at the pickup area in the foyer either via their class TA (whom will be floating between the foyer and the classroom to collect and take children) or the security guard.

Students will be escorted to the parent/guardian by the class teacher or class assistant.

At 12:45, all remaining children will go to After School Care (ASC). Bags will be neatly placed outside the aftercare room.

A sign out sheet for each class will be kept inside the aftercare room. As the children from that class enters the TA marks them in on the sheet and takes the sheet to the security's desk (where signing out will continue by parents, nannies, drivers).

(Appendix 2)



EYFS Aftercare Procedure Policy

There will also be a head count tracker on the wall being adjusted as children leave for home - return from ECAs - leave for home etc.

Parents or guardian will sign the child out when they are picked up. Children are to be provided with age appropriate, interactive activities or stories during this time with TA's on duty to look after children.

Bus children will wait in the aftercare room until their bus arrives. The children will be signed out by the bus attendant. An aftercare assistant will walk the children to the bus with the bus assistant and ensure that they are safely seated with seat belts fastened.

Siblings under the age of 16 may not pick up children from the Early Years, only parents, siblings 17 years or older, caregivers, nannies and drivers (previously notified) may do so. This is to ensure children's safety and following strict MOE guidelines. At the beginning of the year parents are asked to write the names, of persons that are allowed to pick their child up and give to their child's teacher. Parents are to ensure that this list is kept up to date.

If a child is being picked up early (before 12:20), an early leave slip must be completed. Reception or security will then take the slip to the classroom and hand it to the teacher. The teacher will sign the child out on the fire register, and the child will be escorted to reception by a member of staff (receptionist, security, or teaching assistant) for early collection. **(Appendix 3)**

If the parents or any elected person are unable to collect the child they can inform the teacher with a written note, message via ClassDojo or a call to reception mentioning the name of the person that will collect the child.

If a different person comes to pick up a child and the school has not been informed, the parents will be phoned to confirm and a copy of the person's ID will be made.

If children are not collected by 2:15pm, the child's name will be logged in the Late Pick Up book. (Appendix 3)

Children will be taken to the entrance of the building with their school bags and belongings. The TA on duty will write the student's name in the Late Pick Up book (with exemption of staff children). When parents, caregivers, nannies and drivers (previously notified) pick them up they need to sign the book.

If children are picked up late at least twice in the week - parents will be called to remind them of policy practice.

If lateness for pick up persists, parents will be asked to sign a form to acknowledge that the school will not take responsibility for any incidents after all staff have left and their child is left at security to wait (unless previous arrangements have been made).

Children not collected when the last TA leaves will be left with security to wait (unless emergency arrangement was made with the coordinator).



Appendix 1

Foundation 1 YELLOW-Ms.Tania		Apr-25																
SN	PASSPORT NAME	SUN	MON	TUE	WED	THU	SUN	MON	TUE	WED	THU	SUN	MON	TUE	WED			
		6	7	8	9	10	13	14	15	16	17	21	22	23	24	27	28	29
1																		
2																		
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25																		



Appendix 2

F1 Green Week - NAME	Date	Sunday			Monday			Tuesday			Wednesday			Thursday		
		Date	Time In	Time Out	Date	Time In	Time Out	Date	Time In	Time Out	Date	Time In	Time Out	Date	Time In	Time Out
1.																
2.																
3.																
4.																
5.																
6.																
7.																
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22.																
23.																
24.																



Appendix 3

	Early leave	Time: _____
This Child _____		
Has permission to leave early.		
Reason: _____		
Teacher Signature	Parent Signature	Date

	Newton International Academy	
Late Slip		
Date: _____	Time: _____	
Name: _____	class: _____	
reason: _____	Parent signature: _____	

