



*Newton International Academy*

# Morning and After School Care Policy

*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.



## Before School Procedures

Newton International Academy will open its gates to students from 6:45am – 7:10am. Children arriving before 6:45am will be asked to remain in the reception area until 6.45am.

All teachers are required to be in classrooms by 6:45am in order to welcome children. Teaching assistants, Arabic and specialist teachers will be on duty throughout the school welcoming children into the school campus and ensuring they arrive at the correct classroom safely.

Children can enter the school through the main gate, gate 4 or gate 5. Security guards as well as members of staff are posted at each gate to ensure that children enter safely and no unauthorised person enters the school building.

All procedures follow the school's Safeguarding and Child Protection Policy. Students are supervised from the moment gates open until the time they are safely collected. No student is left unsupervised at any point during arrival or dismissal. All staff on duty are responsible for ensuring children are accounted for, escorted appropriately, and dismissed only to authorised individuals.

## Safeguarding and Supervision

If a child arrives at school after 7:10am, they must enter the school through the main gate and register as late at the reception desk before making their way to the classroom.

Staff members are on duty throughout the school to ensure that all children are safe during the early morning procedure.

Class teachers will register students digitally using the School Information Management System (SIMS) and complete the hard copy of the Fire Register in case of an emergency.

## After School Procedures

After school exit timings:

Year 1 - 1:20pm

Year 2 - 6 1:30pm



Year 1 - 3 Students leave school through Gate 3.

Year 4 - 6 students leave through Gate 2.

All students will be taken to the designated area at 1:20 (Year 1) and 1:30 (Year 2-6) by their class teachers. The class teacher will be responsible for the safety of their students. Parents will wait at the designated area close to Gate 3 (Year 1-3)) and Gate 2 (Year 4-6) where the class teacher will hand over the student to an adult. No primary student will leave the school premises without an adult.

At 1:25 a member of staff will collect the Year 4-6 students with KS 1 siblings to take them to the Gate 3 waiting area, where they will be meeting the KS 1 class teachers with their siblings. From there they will leave with their sibling and an adult. Siblings will always leave from the youngest sibling's gate.

At 1:25 a member of staff will collect all bus students. They will be taken to their bus where they will be signed in on the bus register.

Students with secondary siblings will all receive a secondary sibling pass showing that they have permission to walk home / or to their driver with the secondary sibling. Parents must give written permission for them to walk out of the premises without an adult. No primary student is allowed to leave without an adult / secondary sibling or a walking pass. Secondary siblings will meet at the youngest sibling's gate.

All students not collected on time (1:45) will be taken to the after care room by the class teacher. The after school tick list will be given to the staff member responsible for after care. These lists will be ticked off as the students leave to go home and will be left in reception at the end of the day. No student is allowed to be left unsupervised. Parents will collect their children from the aftercare room and sign them out on the register.

## Parental Responsibility and Emergency Contact

Parents are responsible for ensuring their children are dropped off and collected promptly according to the published school timings. In the event of a delay or emergency, parents must contact the school reception immediately so staff can inform the class teacher and make temporary arrangements. Students will never be released without confirmed adult authorisation or pre-approved walking/sibling passes.

ECA - Extra-curricular activities (ECA) take place on Sundays and Wednesdays. Those students attending ECAs will be given an ECA lanyard. At 1:25 a member of staff will collect all paid ECA students. These students will be taken to the bleachers (KS 1 bleachers for Year 1-3 and KS 2 bleachers for Year 4-6) and will be waiting there for their ECA teacher to collect them. The students attending a free ECA, will be taken to the team leader's classroom to be collected from there. They will be supervised at all times. ECAs will start at 1:50 – 2:20.

## Parental Responsibility and Emergency Contact

At 2:20 the ECA teacher will escort children to the coinciding gate (Gate 2 and Gate 3) for their year group and wait until a parent or guardian has arrived to collect them. This includes siblings. Any student not collected by 2:30 will be taken to the reception. This is where siblings will then also meet. ECA teachers will follow up with parents not collecting their children on time.

There will be no DOJO messages informing class teachers that parents are at the gates. All parents should meet their children at the designated areas, otherwise the student will not be permitted to leave.

## Monitoring and Accountability

The SLT monitors arrival and dismissal procedures through daily observations, parent feedback, and review of tick lists. All staff are accountable for accurate registration, supervision, and handover. Patterns of lateness, delayed collection, or early departure will be followed up with parents, and persistent issues will be referred to the Deputy Head of Pastoral or the Counselling team if necessary.



## Monitoring and Accountability

Classroom teachers will complete the after school tick list as children leave the classroom (see appendix 1). Classroom Tick lists should be placed on the classroom door or noticeboard.

This is to be completed using the following codes:

- P - Parents collected at designated gate
- WP - walking pass
- SS - secondary sibling
- PS - collecting primary sibling
- R - reception
- B - Bus
- E - ECA

### WP - Walking Pass

For a child to be allowed to leave school without the supervision of an adult, parents must apply for a walking pass. Approval will be given by the Deputy Head of Primary (Pastoral). In order for a walking pass to be approved parents must give written consent for the child to leave and provide the school with 2 emergency contact numbers. Children in Year 3-6 can apply for a Walking pass. However, exceptions for Year 1 and 2 can be made provided students are leaving with secondary siblings and parents have given written consent.

## Inclusion and Special Circumstances

The school understands that exceptional circumstances may require flexibility in routine procedures (e.g. for children with additional needs, medical conditions, or family emergencies). Where required, individual arrangements can be agreed in consultation with the Inclusion Team or Pastoral Lead. Staff are encouraged to be supportive, while ensuring that any adaptations maintain student safety and are clearly documented.

## Inclusion and Special Circumstances

The following Lanyards and passes will be used to help Classroom teachers and Duty Staff easily recognise which students have permission to be outside of the classroom after school.

- Walking Pass Approved – orange
- Extra-curricular Activity– blue
- Bus Pass – yellow
- Nurse Pass - red