



Newton International Academy

Primary 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 6:30 am – 7:10am. Children arriving between 6:30 and 6:45am will be asked to remain in the reception area under supervision.

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.

Supervision follows the principle of active supervision, ensuring staff are positioned strategically (front, middle and back of movement routes) to maintain clear sight of all students at all times, anticipate potential risks, and intervene early when required.

No student will move around the school unsupervised during morning arrival.

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.

Teaching Assistant Responsibilities – Morning

Teaching Assistants are responsible for active supervision during morning arrival. This includes welcoming students, monitoring behaviour, supporting calm transitions, escorting students safely to classrooms, and ensuring no student is left unattended. All staff on duty must remain vigilant, visible, and proactive in managing movement and supporting student wellbeing.

After School Procedures

After school exit time for Year 1 to Year 6: 1:30pm

Gates

- Gate 2 and Gate 3 will be closed in the afternoon.
- The only gates open for parent/guardian collection will be Gate 1 and Gate 5.
- Gate 4 is exit only for students with an approved Walking Pass or Secondary Sibling Pass.

Year 1–Year 4 Collection (classroom collection)

- From 1:30pm, parents/guardians will collect students from the classroom.
- Parents collecting students in Years 1–Year 3 must enter and exit via Gate 5.
- Year 4 parents/guardians should enter and exit via Gate 1.

Year 5–Year 6 Collection (KS2 foyer)

- Year 5 and Year 6 students will continue to be collected from the KS2 foyer.
- Parents/guardians must enter and exit via Gate 1.

Siblings (KS2 student with KS1 sibling)

- A staff member will collect the KS2 student from their classroom and escort them to the youngest sibling’s classroom for parent/guardian collection.
- Parents must inform the class teacher if this arrangement is required.

Non-negotiables

- No student will be permitted to leave the premises without an authorised adult, an approved walking pass, or an approved secondary sibling pass.

Class Teacher Responsibilities – Afternoon Dismissal

Class teachers are responsible for the safety and supervision of their students until they have been formally handed over to an authorised adult, a student holding an approved walking pass, or a secondary sibling with an approved sibling pass. Teachers must be punctual for dismissal and aftercare transitions, ensure all students are seated, calm and supervised while waiting, and maintain clear awareness of where all students are at all times. When escorting students to the ECA rooms or aftercare, teachers must position themselves at the side or back of the line to maintain full visibility of all students during movement.

No student is permitted to leave the school premises without an authorised adult, an approved walking pass, or an approved secondary sibling pass. This procedure is non-negotiable.

At 1:30 a member of staff will collect the Year 4-6 students with KS 1 siblings to take them to their youngest sibling’s classroom, where they will be supervised by the sibling’s teacher. From there they will leave with their sibling and an adult. Siblings will always leave from the youngest sibling’s classroom.

At 1:30 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 classroom.

Students who are not collected by 1:45pm will be escorted to the Aftercare room by the class teacher and signed in according to school procedures. The after-school tick lists will be handed to the staff member responsible for Aftercare and used to record student collection. Parents, guardians, or authorised secondary siblings must collect students from the Aftercare room and sign them out on the register. Once the Aftercare duty period has ended, any remaining students will be escorted to Reception, where they will be signed in with Security. Security staff will supervise students until collection, and parents/guardians must sign students out when collected. No student may be left unsupervised at any time.

Teaching Assistant Responsibilities – Afternoon

Teaching Assistants support afternoon dismissal by supervising students alongside the class teacher, ensuring calm behaviour and safe movement. The Year 1 Teaching Assistant will remain with the class to 1:30pm, supporting supervision and transition before moving to their designated duty position. Year 2-6 Teaching Assistants may only leave their class once all students are seated and settled in the foyer or designated waiting area and supervision has been formally handed over to the appropriate duty staff.

Monitoring and Accountability

Classroom teachers will complete the after school tick list as children leave the classroom. These tick lists will be given to aftercare daily.

This is to be completed using the following codes:

- P - Parents /guardian collected at designated classroom
- WP - walking pass
- SS - secondary 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.

ECA - Extra-curricular activities (ECA) take place on Sundays and Wednesdays. Those students attending ECAs will be given an ECA lanyard. At 1:30 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 a dedicated classroom to be collected from there. They will be supervised at all times. ECAs will start at 1:50 – 2:20.

At 2:20pm, ECA teachers will escort all students to the designated Primary Waiting Areas:

- KS1 Waiting Area – Year 1 to Year 3
- KS2 Waiting Area – Year 4 to Year 6

These supervised waiting areas serve as the formal collection points for all Primary ECA students. Students will be collected by their parents, guardians or authorised siblings from the appropriate waiting area. Students who hold an approved Primary Walking Pass may leave the school premises independently, while students who hold an approved Secondary Sibling Pass will remain in the designated waiting area until collected by their secondary sibling.

If a student has not been collected by 2:30pm, they will remain under supervision in the appropriate waiting area, and ECA staff will follow up with parents regarding delayed collection. No student will be left unsupervised at any time. Upon arrival at the designated waiting area, students must be signed in by the ECA teacher. Collection of students must be recorded by signing them out using the following codes: P – Parent/Carer, WP – Walking Pass, SS – Secondary Sibling.

At 2:45pm, any students still not collected will be escorted to reception. The signed register will be handed to security guard on duty to ensure continued supervision and accurate tracking until collection.

These procedures ensure consistent safeguarding supervision, accountability and safe dismissal for all Primary students attending ECAs. 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.

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

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.

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.

Morning procedures – parents/guardians are not permitted to enter the building in the morning. All parents/guardians entering the premises in the afternoon must wear a visitor badge, issued at the gate after signing in or their parent / guardian badge.
Family / Guardian Identification Badges (Collection Authorisation)

The school will issue permanent family/guardian badges to support safe and efficient dismissal. Badges will display the adult’s details and the child/children linked to that adult. Families may request more than one badge where more than one adult collects the child (e.g., parent, grandparent, driver, nanny).

Adults entering the premises must wear the badge/visitor identification as directed by the school. Badge requests must be submitted via the school form, using a Gmail account or the student’s school email account, as communicated.

Duty of Care

The class teacher retains overall responsibility for student safety during dismissal and transitions. Staff must maintain continuous awareness of student whereabouts at all times. These procedures are in place to ensure safeguarding, accountability, and the wellbeing of every child.