



British International School of Cracow

**Arrival/Departure of Pupils to school/Leaving the
School Premises Policy**

June 2019

Arrival/Departure of Pupils to school/Leaving the School Premises

Parents/guardians are responsible for their children unless they are on the school premises (BISC does not organise transport to/from school). Parents/guardians are responsible for dropping off students and picking them up from school.

Arrival

All classes start at 8.30am. *The students must not enter the class until 8.30am and when there is a staff member present. Students that arrive prior to 8.30 must wait in the library.*

Foundation students are to be escorted to their classes with their parents/guardians. The parents/guardians are to make sure their child enters the class and then they must leave.

Primary students are to go to class independently. Parents/guardians are to escort students into the school foyer and allow their child to go to class independently.

Secondary and IB students are also to go to class independently. Parents/guardians may escort them to the foyer, but are not allowed to go upstairs to their classes.

Departure of Pupils to school

In the afternoon, Foundation and Primary class teachers take the children to the foyer on the ground floor for collection by parents. Foundation children are there at 15:00 and Primary at 15:15. Parents are to wait for their children in the foyer and not collect them from classrooms.

Secondary pupils leave at 15:30.

IB students have different timetables so it is the parents/guardians responsibility to collect their child after classes. The timetables for their classes are provided at the start of the year.

If a Foundation pupil is not collected by 15.15 or a Primary pupil is not collected from the foyer by 15:30, the class/form teacher will take him/her to the Library, where they will remain until their parent/guardian/pickup person has arrived. Secondary and IB students are welcome to wait in the Library for collection. Parents must pick up children no later than 16.00

The Library is not an after school club to leave your children for playtime, it is a service provided by the school for parents who are late picking up their children due to their circumstances. This service is free until 16.00 and you must sign up daily with Mr. Olaf in the Library to book a place for your child as the maximum amount of pupils we can cater to is 20.

At 16.00-16.45 the school provides an after school extra curricular Library Club. They will run activities daily. The cost of the club is 10zł per day and you must sign up with Mr. Olaf and pay the fee. After 16.45, the students are left in the foyer to wait for their parents. All staff leaves the premises at 17.00.

Leaving the School Premises

2 adults, when leaving the school premises, must escort Foundation and Primary students to their destination.

Secondary and IB students must have a parent/guardian sign a disclosure agreement that allows them to move campus / leave premises without an adult escort.

Staff leaving the school premises must sign out in the logbook in the office. If an emergency occurs and staff must leave for the day, the line manager and school secretary must be informed. If neither are available, inform the principal.

All staff should familiarise themselves with the method by which the children in their class return home each day. Class teachers should ensure that they have introduced themselves to the person (parent/guardian) who regularly collects the children each day. This information can be found by referring to the 'Supplement to Contract' available from the school office. If someone unknown to you insists that they have the authority to collect a child from your class, check the sheet of adults allowed to collect the students, check in the office with the secretary then phone the parents to check immediately.

The school's lollipop man is on duty each morning and evening to help pupils crossing the road to school/gym/garden and trips.