

Bristol Dyslexia Centre - Arrival and Departure of Children

The Centre's arrival and departure procedures have been adopted to support the safety and well-being of our children. Our centre will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of their session. In line with health & safety and child safeguarding policies, there is no provision for parents to wait inside the centre during their child's lesson (excepting special circumstances by prior arrangement).

Arrivals

Children are in the care of and are the responsibility of their parents or those who bring them to the centre until they are collected for their lesson by a member of BDC staff. Parents and students should enter on foot or by bicycle via the main entrance and wait in the designated covered waiting area outside. The car park is for Staff use only. It is not a playground – please ensure the children wait safely. Parents should always park within designated spaces on the street, even if they are only dropping off. **Please remind your child to never cross Upper Belgrave Road in front of the building as we are on a blind corner and traffic moves very fast. Use the pedestrian crossing a few minutes along the road.**

Parents can speak to members of staff at any time to ensure that every pupil's welfare is given high priority. Parents must advise us if another responsible adult will be bringing or collecting the child. We request that person's contact phone number.

Teachers will take the register. Any children arriving late can push the bell at the entrance and wait for a member of staff to open the door. A member of staff will contact parents if a child doesn't arrive and no notice of absence has been given. If the child travels alone or with another adult other than their parents, we will always contact the parent by phone. For children attending the centre within school hours, in line with safeguarding requirements, if we hear nothing from parents or other contacts for the child we will inform the child's school.

Early Departures

If a child needs to leave during their session for any reason, a communication from the parent is required, stating the reasons why they need to leave, and saying who will be collecting the child. The person collecting the child should come to the door and ask for the child to be brought from class.

Departures

Parents/carers are expected to pick up their children promptly. In the interests of the safety of pupils, parents, other pedestrians and your vehicles and out of consideration to our neighbours, it is crucial that those collecting pupils from the centre should park legally, within designated parking bays, even if this requires a slightly longer walk to collect your child. The centre is in a RPZ (CE) and free parking is available for 30 mins in these bays with a ticket from the machines located nearby. **Please remind your child to never cross Upper Belgrave Road in front of the building as we are on a blind corner and traffic moves very fast. Use the pedestrian crossing a few minutes along the road.**

No adult other than those known/ agreed will be allowed to leave the centre with a child. In the event that someone else should arrive without prior knowledge, the centre will telephone the parent/carer immediately and await their advice.

If the parent/carer or alternative nominated adults know they are going to be late to collect their child, the centre must be informed. If the designated adult has not arrived, a member of staff will call all contact numbers on record to arrange pick up. Students will be taken back into the centre to wait safely.

Permissions for children leaving the centre on their own at the end of their session will be a matter for discussion between the centre and parents/carers, based on the understanding of a child's age, maturity and previous experience. A younger child (primary) will not be released on their own unless this has been specifically agreed with parents.