



Arrival and Dispersal Policy

2026 – 2027

POLICY INFORMATION	
Last review date:	September 2026
Reviewed by:	Senior Leadership Team
Next review date:	September 2027
Approved By:	Principal: Daspo Yiappos

1. INTRODUCTION

The Oxford School is committed to providing a safe, orderly and well-supervised environment for all students during arrival and dispersal. The beginning and end of the school day are periods of significant student movement and therefore require clear procedures, effective supervision and shared responsibility among school leaders, staff, students, parents/guardians, transport personnel and security staff.

This policy establishes the procedures for students arriving at and leaving the school premises, including students travelling by school bus, Own Transport (OT) students and students authorised to walk home independently.

The policy should be read alongside The Oxford School's Safeguarding and Child Protection Policy, Attendance and Punctuality Policy, Behaviour Policy, Health and Safety Policy and School Transport procedures.

The emphasis on controlled movement, supervision and accountability is consistent with the safeguarding principles reflected in the reference policies, which identify arrival and dispersal as important transition periods requiring clear procedures and defined responsibilities.

2. PURPOSE

The purpose of this policy is to:

- Ensure the safe, orderly and supervised arrival and dispersal of all students;
- Ensure that students enter and leave the school through designated gates and areas;
- Clearly identify students according to their authorised mode of transport;
- Ensure appropriate supervision during arrival, dispersal and late collection;
- Establish clear responsibilities for staff, students, parents/guardians, security personnel and transport staff;
- Ensure that younger students and students requiring additional support receive appropriate assistance;
- Ensure that late arrivals and early departures are accurately recorded and monitored;
- Minimise congestion and unsafe movement around school entrances and exits; and
- Ensure that arrival and dispersal procedures support the school's safeguarding and attendance requirements.

3. SCOPE

This policy applies to all students of The Oxford School, including Foundation Stage, Primary and Secondary students.

It applies to:

- Students;
- Parents and guardians;
- Teaching and non-teaching staff;
- Senior and Middle Leaders;
- Teaching Assistants;
- Security personnel;
- School transport staff and bus attendants;
- Administrative staff; and
- Any authorised adult responsible for dropping off or collecting a student.

4. SCHOOL DAY AND DISPERSAL TIMES

All students are expected to arrive in sufficient time to be ready for registration at 7:30 am.

Primary and Secondary

Monday–Thursday

Registration begins at 7:30 am. The final lesson ends at 2:10 pm, followed by the school's staggered dispersal procedures.

Friday

Registration begins at 7:30 am and formal lessons conclude at 11:20 am, followed by dispersal.

Foundation Stage

Foundation Stage follows the approved morning and afternoon shift timings published by the school. The morning shift disperses at 11:40 am Monday–Thursday and 9:20 am on Friday.

The Foundation Stage afternoon shift disperses at 3:55 pm Monday–Thursday and 11:20 am on Friday.

5. STUDENT TRANSPORT IDENTIFICATION – LANYARD SYSTEM

The Oxford School operates a colour-coded lanyard system to enable staff and security personnel to identify each student's authorised mode of transport quickly and accurately.

Lanyard	Mode of Transport
Purple	Authorised independent walker
Blue	School bus
Orange	Own Transport (OT)

Students must wear the lanyard corresponding to their approved mode of transport.

Purple Lanyard – Independent Walkers

Purple lanyards are primarily issued to Secondary students who have permission to leave the school independently.

Primary students will not ordinarily be permitted to leave school independently. Exceptions may be made where:

a Primary student leaves with an authorised Secondary sibling; or

a specific arrangement has been formally approved by the school.

Such arrangements must be supported by written parental consent and school approval.

Blue Lanyard – Bus Students

Students travelling on school-provided transport will wear a blue lanyard and follow the school's bus arrival and dispersal procedures.

Orange Lanyard – Own Transport

Students collected by parents/guardians or other authorised adults using private transport will wear an orange lanyard and report to the designated Own Transport collection area during dispersal.

Students must not change their mode of transport or exchange lanyards without prior authorisation from the school.

6. MORNING ARRIVAL PROCEDURES

Students must enter the school through the designated student entrances at Gate 2 and Gate 3.

Parents/guardians are responsible for ensuring that their children arrive safely and before 7:30 am, enabling students to be ready for registration and the start of the school day.

During routine morning arrival:

- parents/guardians must drop students at the designated drop-off points;
- parents/guardians must not enter the school buildings;
- vehicles must not be left unattended in designated drop-off areas;
- students must proceed directly to their designated classrooms or areas;
- duty staff and security personnel will supervise student movement at the designated entrances; and

Students must follow the instructions of security and duty staff at all times.

The school expects parents to exercise particular care around gates, pedestrian areas and school transport zones and to avoid parking or stopping in a manner that obstructs traffic or compromises student safety.

7. ARRIVAL OF FOUNDATION STAGE AND YEAR 1 STUDENTS

- Foundation Stage and Year 1 students require additional support during morning arrival.
- Parents/guardians should drop their children at the designated school entry point and should not accompany them into the school building.
- Designated teachers and/or Teaching Assistants will receive and escort Foundation Stage and Year 1 students safely to their classrooms.
- Students must not be left unattended outside the school gate, in parking areas or other unsupervised locations.

This additional level of supervision reflects the greater safeguarding needs of younger students. The reference policies similarly establish enhanced adult supervision and direct handover arrangements for younger children.

8. LATE ARRIVAL

Students are expected to be in school and ready for registration at 7:30 am.

Students arriving after the designated arrival time will be recorded as late in accordance with The Oxford School's Attendance and Punctuality Policy.

For each late arrival:

- the student's name and TOS ID will be recorded;
- the student's time of arrival will be documented through the school's established attendance procedures;
- the student will be directed to class following the appropriate late-arrival procedure; and
- parents/guardians will be contacted where required in accordance with the Attendance and Punctuality Policy.

Repeated lateness will be monitored and escalated in accordance with the procedures and thresholds established within the school's Attendance and Punctuality Policy.

9. DISPERSAL – GENERAL PROCEDURES

Dispersal will be conducted in a staggered and controlled manner to minimise congestion and ensure that students leave according to their authorised transport arrangements.

Students must remain in their designated areas until their group is called or authorised to leave.

Staff on dispersal duty are responsible for actively supervising student movement and must remain vigilant until students under their supervision have been safely transferred to their authorised transport or collection arrangement.

Students must not leave through an unauthorised gate, change their transport arrangement independently or leave the school premises without permission.

10. BUS STUDENT DISPERSAL

Students travelling by school bus are identified by their blue lanyards.

Monday–Thursday

Bus students will be released at approximately 2:10 pm and will proceed to the designated bus boarding area under staff supervision.

Bus students must:

- proceed directly to their designated bus;
- follow the instructions of teachers, duty staff, transport staff and bus attendants;
- remain within the designated bus area;
- board only their assigned bus; and
- not leave the bus area without permission.

Bus attendance and boarding procedures must ensure that students are accounted for before buses depart.

Where a student misses the assigned bus or there is uncertainty regarding the student's transport arrangement, the student must remain under school supervision while the parent/guardian and/or Transport Department is contacted.

11. OWN TRANSPORT (OT) DISPERSAL

Own Transport students are identified by their orange lanyards.

Monday–Thursday

Following the movement of bus students at approximately 2:10 pm, Own Transport students will be released at approximately 2:15 pm and proceed to the designated Own Transport (OT) collection area.

Friday

Own Transport collection will take place following the end of the school day, from approximately 11:25 am.

Parents/guardians must collect their children from the designated OT area and should not enter the school buildings for routine collection.

Students must remain within the supervised OT area until collected or directed by staff to the designated late-collection area.

12. OWN TRANSPORT PARENT UNDERTAKING

Parents/guardians who choose Own Transport for their child must complete the school's Own Transport Safety Undertaking.

By submitting the undertaking, parents/guardians acknowledge their responsibility to:

- ensure that the school has accurate information regarding the student's usual collection arrangements;
- collect the student promptly from the designated OT area;
- ensure that only an authorised person collects the student;
- immediately inform the school of any significant change to the student's collection arrangement;
- comply with school traffic, parking, gate and collection procedures;
- ensure that the student does not leave the school premises contrary to their authorised dispersal arrangement; and
- cooperate with the school in implementing all safeguarding and security procedures relating to arrival and dispersal.

13. INDEPENDENT WALKERS – PURPLE LANYARD

Students formally authorised to leave the school independently will be issued a purple lanyard.

Independent walking is primarily permitted for Secondary students.

Primary students are not normally permitted to leave the school independently. A Primary student may leave with an authorised Secondary sibling, or under another specifically approved arrangement, only where the school has received appropriate parental consent and has approved the arrangement.

Students authorised as independent walkers:

- must wear their purple lanyard visibly during dispersal;
- must leave only through the designated exit;
- must follow the instructions of duty and security staff;
- must leave the school premises promptly and safely; and
- must not remain in the school or loiter around the school gates after leaving.

A student who does not have the appropriate authorisation may not leave independently.

14. CHANGE OF TRANSPORT OR COLLECTION ARRANGEMENTS

A student's usual transport arrangement must not be changed informally by the student.

Where a parent/guardian requires a change to the normal collection arrangement, the school must be informed through the approved communication procedure.

The school must be able to verify the request before permitting a student to leave under a different arrangement.

Students will not be permitted to change their own transport arrangements independently, even where they state that they have received verbal permission from a parent.

Where authorisation cannot be verified, the student will remain under school supervision until appropriate arrangements have been confirmed.

15. LATE COLLECTION

Parents/guardians are expected to collect Own Transport students promptly at the designated dispersal time.

Students who have not been collected within the normal collection period will be moved to a designated supervised late-collection area.

Teachers and/or designated staff will supervise students for a reasonable period following dispersal. Students must not be left unsupervised while awaiting collection.

Where collection is delayed:

- the student will remain in the designated supervised area;
- attempts will be made to contact the parent/guardian where necessary;
- the time of collection may be recorded;
- repeated late collection will be monitored; and
- persistent concerns may be referred to the relevant Head of Section and addressed with the parent/guardian.

The use of a supervised holding area and escalation of repeated late collection is consistent with safeguarding practice in the reference procedures

16. EARLY PICK-UP DURING THE SCHOOL DAY

Early collection should occur only when necessary and must follow the school's authorised exit procedure.

A parent/guardian requesting early collection must complete an Exit Slip, stating the student's details, time of departure and reason for early collection.

The student will be permitted to leave the school premises only after the request has been approved by the relevant Head of Section.

The school (Reception and Year Leaders) will maintain an appropriate record of early departures.

Early collection and repeated early departure will also be monitored in accordance with The Oxford School's Attendance and Punctuality Policy, as leaving school before the end of the school day affects attendance and access to learning.

17. ROLES AND RESPONSIBILITIES

Senior Leadership Team and Year Leaders are responsible for overseeing implementation of the policy, ensuring adequate duty arrangements, responding to concerns and approving early departures and exceptional dispersal arrangements.

Teachers and Teaching Assistants are responsible for active supervision during assigned arrival and dispersal duties, supporting younger students, ensuring students move to the correct collection/transport areas and reporting any safeguarding concern immediately.

Security Staff are responsible for monitoring designated gates, supporting safe movement into and out of the campus, preventing unauthorised access and ensuring students do not leave through an unauthorised route.

Transport Staff and Bus Attendants are responsible for accounting for students using school transport and ensuring safe boarding and departure.

Parents/Guardians are responsible for ensuring punctual arrival and collection, providing accurate transport and emergency-contact information, complying with the school's collection procedures and immediately communicating authorised changes.

Students are responsible for wearing the correct lanyard, following their authorised transport arrangement, proceeding directly to their designated area and following staff instructions.

The use of explicitly assigned responsibilities is also a strong feature of the AIS policy, which allocates responsibilities to leadership, teachers, security, parents and students rather than treating dispersal as the responsibility of one department.

18. SAFEGUARDING AND SECURITY

Student safety takes priority over convenience during arrival and dispersal.

Accordingly:

- students must remain under appropriate supervision while on school premises;
- students must use only authorised gates and collection areas;
- parents/guardians must not enter school buildings during routine arrival or dispersal unless authorised;
- parents/guardians/visitors to school must wear the Parent/Visitors lanyard.
- students must not leave with an unauthorised person;
- staff must immediately report any student who cannot be accounted for;
- students must not loiter around gates or unsupervised areas;
- concerns regarding a student's collection arrangement must be resolved before the student is permitted to leave; and
- safeguarding concerns arising during arrival or dispersal must be reported in accordance with the school's Safeguarding and Child Protection Policy.

19. STUDENTS REQUIRING ADDITIONAL SUPPORT

Where a student's age, Special needs, mobility needs, medical needs or other individual circumstances require additional assistance during arrival or dispersal, appropriate arrangements will be agreed between the school and the parent/guardian.

The Inclusion Team, relevant Head of Section, Health and Safety Officer, teachers, Teaching Assistants and other appropriate staff will support the implementation of individual arrangements where required.

The arrangements should prioritise the student's safety, dignity, independence and individual needs.

20. NON-COMPLIANCE AND MONITORING

All members of The Oxford School community are expected to comply with this policy.

Concerns such as persistent lateness, repeated late collection, unauthorised changes to transport arrangements, failure to follow gate procedures or other practices that may compromise student safety will be recorded and addressed by the appropriate school personnel.

Where necessary, parents/guardians may be contacted and invited to meet with the relevant Head of Section or member of the Senior Leadership Team.

Arrival, late arrival, early departure and collection information will be monitored alongside the school's Attendance and Punctuality Policy.

21. LINKED POLICIES

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Attendance and Punctuality Policy
- Health and Safety Policy
- Behaviour Policy
- School Transport Procedures
- Inclusion/SEND Policy
- Visitor and Security Procedures
- Emergency and Evacuation Procedures

22. POLICY REVIEW

This policy will be reviewed annually, or earlier where required following:

- changes to school timings or transport arrangements;
- changes to gates, site access or collection areas;
- a significant safeguarding or health and safety incident;
- changes in applicable regulatory requirements; or
- findings arising from monitoring, risk assessment or stakeholder feedback.

Responsibility for reviewing the policy rests with the School Leadership Team, with final approval in accordance with The Oxford School's policy approval procedures.

Appendices

1) Self-walkers Consent form

Self-Walkers Consent Form AY 2026 - 2027



The Oxford School

Student Name: _____
Class: _____
Parent/Guardian Name: _____
Contact Number: _____

Dear Oxford Families,

To ensure the safety and accountability of students who walk home independently from school, we require your consent for your child to be dismissed as a self-walker. By signing this form, you acknowledge and agree to the following:

Terms and Conditions:

- Responsibility:** Once dismissed, the school is no longer responsible for the student's safety and supervision.
- Dismissal Time:** The student will be dismissed at the regular school dismissal time.
- Route Safety:** You confirm that your child is familiar with a safe route home and is capable of walking independently.
- Emergency Contact:** You will ensure that your child has access to emergency contact information.
- Changes in Routine:** Any changes to dismissal arrangements must be communicated to the school in writing at least one day in advance.
- Weather Conditions:** You understand that your child may be walking in various weather conditions and will be appropriately dressed.

Consent:

I, the undersigned, permit my child, named above, to walk home from school independently. I understand and accept the terms outlined above.

Parent / Guardian Signature: _____

Date: _____

2) Late arrival approval slip

3) Early exit approval slip