

<p style="text-align: center;">Safeguarding Children Start and End of Day Procedures</p>
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Start of the School Day

- Children are permitted to arrive on site from 8.40 am at which time a member of staff will be on duty on the playground. Children should not arrive and be left unattended before this time.
- Children attending Breakfast Club will be met in the school reception and registered at 8.00 am.
- Before the school bell all outside classrooms doors will be locked and parents and carers should not attempt to enter classrooms when teaching staff are not present.
- School begins at 8.50 am for Key Stage 2 children, 8.55 am for Key Stage 1 children and 9.00 am for Foundation Stage. When the bell rings the teachers will meet their children on the school playground.
- Children arriving after the bell will be directed to enter school via the reception and will be marked as “late” on the register.
- Parents of Foundation Stage children, if they wish to do so, can support their children in entering the classroom, but it is expected that children in Years 1 to 6 will enter classrooms and carry out morning routines – e.g. entering the classroom, changing books, hanging coats etc. independently.
- In the morning teachers will be available for brief essential messages, but their priority must be to supervise and settle children at the start of the school day. Longer discussions should be held after school or an alternative appointment made.
- Access to the school office should be made over the bridge.
- Parents should leave the school site promptly and the main school gates will be locked at 9.00 am
- Entrance to the school after that point and before the end of the school day should be via the front door and the school office over the bridge.

End of School Day

- The school gates are unlocked at 3.00 pm
- Parents should wait in the main playground until children are dismissed by their teachers.
- Our younger children will only be released by staff to a known adult. Where collection arrangements are different to usual e.g. a grandparent is picking up, then parents should inform the class teacher via the change of arrangement card in the classroom or via the school office.
- Older children are dismissed by a member of staff onto the playground – where they may meet their parent or carer or walk home by themselves. All children are informed that if they cannot locate the adult they usually go home with, then they should return to their class teacher.

**PLEASE BE AWARE THAT ONCE A CHILD IS WITH THEIR PARENT
OR CARER, THEN THE PARENT OR CARER IS RESPONSIBLE FOR
THEIR BEHAVIOUR AND SAFETY.**