



START AND END OF THE SCHOOL DAY POLICY

All staff working in our school share a responsibility for promoting and safeguarding the welfare of the children with whom they come into contact

AIMS AND OBJECTIVES

- To keep children safe
- To enable children to take responsibility for their own safety

THE START OF THE DAY

School will be responsible for the pupils from 8.45am. Children should not be in school before that time, as a member of staff will not be on the playground until 8.45am.

Children are allowed into school from 8.50am. The bell goes at 8.55am, at which time anyone still left on the playground will need to go into school. It is important that your child is punctual so that registration can take place at 9am in order for lessons to start promptly.

There are separate entrances for:

Foundation Stage	Reception Children
Y1 and Y2	Key Stage 1
Y3 and Y4	Lower Key Stage 2
Y5 and Y6	Upper Key Stage 2

To begin with, Reception children will be brought into school via the main school entrance (office area) until they start school full time (approximately 2 weeks after the start of term), after which they will use the FS entrance. The school will communicate closely with parents/carers to ensure a smooth transition.

Parents may bring Y1 and Y2 children to their entrance so they can be safely handed over to a member of staff.

A member of staff will be ready to welcome the KS2 children at their entrances.



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THE END OF THE DAY

To begin with, Reception children will leave by the main school door, where they will be individually handed over to parents/carers. As above, once they are settled they will be handed over to responsible adults via the FS entrance.

Y1 staff will hand children over at the KS1 door.

Y2 staff will lead their class through the hall to the main entrance where children will be handed over to their parents/carer.

If no-one has arrived for a child in YR, Y1 or Y2, the teacher will bring him/her in once the rest of the children have been handed over.

KS2 pupils are allowed out on their own, with the express directive to return to class or the front entrance hall if there is no-one there to collect them. If your child is allowed to walk home on his/her own, we should be notified of this in writing.

NB: Although we will do everything possible to keep children safe, please be aware that, unless they are attending an after school club, they are the parents/carers responsibility after 3.15pm.

RESPONSIBLE ADULTS

If someone different from the norm is collecting your child, please inform the class teacher/school office so that we know with whom your child may leave.

Should you be held up for any reason, please ring the school so that we know of the delay and so that we can put your child's mind at ease.

If a child is left uncollected for a significant time with no explanation and we cannot get in touch with you, social services will be informed.

ABSENCE

If your child is too ill to attend school, please inform the school office by 9.15am, so that all children can be accounted for. This is the procedure for every day of an illness and not just the first day.



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SIGNING IN AND OUT

Should you bring your child to school after registration, you will need to put his/her name in the 'Signing In and Out Book', together with the reason for the lateness.

Entries should also be made when children are taken out of, or brought into, school for such things as medical appointments, music exams etc. This is so that we can account for everyone in the event of an emergency eg fire evacuation.

Signed: Headteacher _____ Date _____

Chair of Governors _____ Date _____

Next Review Date: April 2018