



Spofforth CE (VC) Primary School

Arrangements at the Start and End of the School Day Policy

Policy statement:

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors.
- Where appropriate, the Governors will seek any necessary expert advice to determine arrangements.
- The Governing Body will provide staff with enough resources, information and training to implement procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

Aims:

Ensure arrangements at Spofforth School support the school in meeting the aim of 'caring for every child'.

This policy outlines policies, procedures and expectations in regard to the dropping off and collecting of children at the start and the end of the day and also arrangements for collection during the school day.

Travelling to School

As the vast majority of our pupils live within walking distance of school, families are strongly encouraged to walk to school. For those who have to use cars they are strongly encouraged to park in the village and walk up. Families are strongly discouraged from bringing cars up past school and from parking anywhere on School Lane or Castle Ings. Additional traffic and parked cars around school pose a serious unnecessary risk to children as well as additional congestion which often delays the school bus from dropping off pupils. These messages are communicated regularly to families via our newsletters, website and text messaging service.

If your child is unable to attend school due to illness, parents must inform the school office between 8.30 am – 9.00 am. Once registers close, the office will begin to contact parents of absent children who have not contacted school.

Start of the day

The school day begins at 8.55 am with the ringing of the school bell at which point the children will line up in their classes and school staff will assume their duty of care for pupils.

The door for EYFS pupils will be open at 8.50 am for parents/carers to take their children in to school. The Head teacher or another member of staff will be on the playground from 8.45 am and class teachers will be out from 8.50 am. This is to facilitate good communication with parents/carers and to acknowledge that parents can 'reasonably expect' school to provide a basic level of supervision for pupils for 10 minutes before the start of the school day. Parents are encouraged to wait with children on the playground until the start of the day (8.55 am).

Children should not arrive for school before 8.45 am. If parents need children to arrive before this time they should make use of the school breakfast club.

Bad weather

There are shelters outside Class One and also in the garden area that can be used during bad weather. In very bad weather school will be open from 8.50 am.

Breakfast Club

Breakfast club provides childcare for families who need provision from before 8.45 am. Children can arrive at breakfast club from 8.00 am and breakfast is served until 8.30 am. Parents/carers **must** accompany children to the entrance and hand them over to one of the breakfast club staff.

School Bus – Mornings

The school bus should drop children off at 8.50 am at which point they will be supervised.

End of the Day

The school day ends at 3.20 pm. This does not mean children will always be exiting school at exactly 3.20 pm. Children will exit from class doors. If you are unsure which door your child will exit from you should ask your child's class teacher. The following protocols are in place for the end of the day:

EYFS & KS1 (Years 1 & 2 and Reception children)

Children will be passed directly over by a member of staff to the parent/carer collecting. If your child is being collected by another family member or friend please let the school know so staff can look out for the appropriate adult.

Bus children will be taken to the bus by a member of staff who will remain with them until they are on the bus.

Child minders (Sharon and Charlotte) Children will be taken to the central meeting point at which they will be met by Sharon and Charlotte.

KS2 (lower Years 3 & 4)

Children will be allowed to find their parents on the playground. If their parents are not there they will wait with the class teacher until they arrive.

Child minders – they will walk through school to the central meeting point.

Bus children – they will wait at the door with the class teacher until the bus has parked and then walk down to the bus.

KS2 (upper Years 5 & 6)

Children will be seen to the cloakroom door and dismissed from there. Children are reminded if they are expecting to be collected and their parent/carer has not arrived to wait near the teacher until they are collected. If your child is expected to walk home on their own please inform the class teacher of this.

Staff will be outside on the playground at the end of the day to facilitate good communication and to ensure bus children are supervised to the bus. As with the start of the day, it is 'reasonable to expect' supervision for 10 minutes at the end of the day. At 3.30 pm late collection procedures would be followed.

Clubs

If your child is attending a club it is automatically assumed they will be collected by a parent/carer. If this is not the case parents must inform school of the arrangements they wish for their child. As with the end of the day, late collection procedures will be followed 10 minutes after the end of the club.

Late Collection/Uncollected Children

In the event of a child not being collected at the end of a session, the school wishes to cause as little distress as possible to the child and to the family. At the same time, the school needs to ensure the health and safety of the child is not put at risk.

If a child is not collected at the end of a session the procedure will be as follows:

- The register will be checked for any information regarding collection of the child
- If no information is available, attempts will be made to contact parents/carers at home or at work as appropriate.
- If above is unsuccessful, attempts will be made to contact emergency numbers on the registration form.
- Attempts will be made to contact the parents/carers in any other reasonable way e.g. another parent.
- **Staff will not allow the child to leave school with anyone other than those specified by parents.**
- If staff are in any doubt about the safety of the child, the child will remain in the care of the group. There will be two members of staff with the child at all times.
- The child will not be given food and drink that is known to cause allergies etc otherwise the child will be offered food and drink.
- If none of the above procedures are successful, Social Services may be contacted.

Nursery

Nursery sessions:

Morning session 9.00 am – 11.30 am

Afternoon session 1.00 pm – 3.30 pm

The Nursery door will be open at 9.00 am and then at 1.00 pm to admit children. Parents can then bring children into nursery.

At 11.30 am and 3.30 pm children will be handed over to parents at the nursery door. There is a sheltered area next to this door for use in bad weather.

Collection during the school day

If children need to be taken out during the school day for medical appointments, parents should come to the school office to collect them. Parents should also inform the office in advance of this so that class teachers are aware. If appointments are in the morning parents should inform the office of the lunchtime arrangements for their child to ensure that a meal is cooked for them if required.