

Rationale

Keeping children safe is vital. Arrangements to ensure children's safety when arriving and leaving school is a duty that the parents/carers share with the school.

Policy

Arriving at school

- Children should not arrive at school before 8.35 a.m. From 8.35 a.m. members of staff will supervise children on the playground.
- School starts at 8.45 a.m. for Upper School and 8.50 a.m. for Lower School. Pupils arriving after this time are marked late in the school register.
- Pupils who are late should go to the ground floor Reception to sign in.

Bad weather mornings

- The teachers on duty will make a decision about whether children should be allowed into school at 8.35 a.m. and open appropriate doors.

Snow

- When there is heavy snow, the status of the school being open or closed will be put on the school website.
- If possible, a message will be put on the school answer phone.

Leaving school

Children are dismissed from school at 3.10 p.m. for Lower School and 3.13 p.m. for Upper School. Staff supervises the children leaving the building.

Please wait in the following areas when collecting the children;

- main Upper School playground for Years 4, 5 and 6,
- by the metal gate entrance to the Upper School playground for Year 3,
- outside the Mobile Classrooms for those children in the mobiles (two Year 1 classes and 2 Year 5 classes),
- main Lower School playground for Year 1 classes,
- outside the Reception Classrooms for Reception children,
- outside the Year 2 classrooms adjacent to the Reception Garden for Year 2.

It is the decision of parents whether their child walks home unaccompanied by an adult. If this is the case then school requires a letter from parents stating this. If a pupil has not been collected within 10 minutes of the end of the school day, they should report to the School office. Staff will contact parents to arrange for the child to be collected, and will arrange for the child to be supervised until this happens. A member of staff will remain on the school premises until the child is collected by an appropriate person. Children will be reminded of this arrangement on a regular basis throughout the year. When it is not possible to contact anyone on the child's list of contacts, the school will take advice from Children's Services Child Protection staff. In the final instance, the child will be taken to the local police station.

After-school clubs

Parents will be asked to specify in writing the arrangements made for their child to return home at the end of an after school activity. Staff organising after school activities will maintain a register of children which will be taken at the start of the activity. If a pupil on the register does not arrive at the club, the office will be informed and the class register will be checked. Where children have been registered present in school, but have not arrived at the after school activity, staff will contact parents. When children are being collected after an after school activity, parents should collect their child at the specified place. If after 30 minutes the child has not been collected and the parents cannot be contacted, the Children's Services will be contacted.

Children being collected/returned during the school day

When parents need to take children from school during the day (for example for medical appointments);

- parents should send a letter informing the school that their child will be collected/returned at a specific time,
- the child must be signed out at the Reception desk,
- when children are returned to school during the day, the child must be signed back in at the Reception desk.