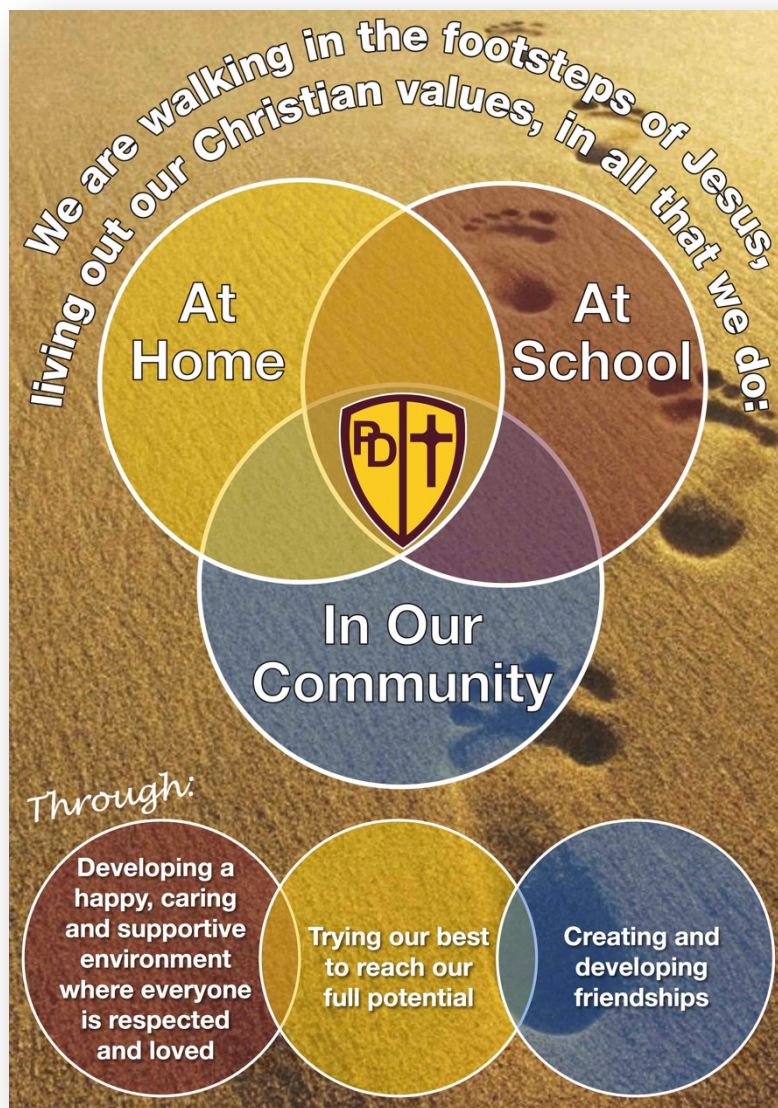


Parbold Douglas Church of England Academy

*Christo et Doctrinae
For Christ and Learning*



*Start/ End of Day Policy
REVIEW DATE: 2017*

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 Parbold Douglas Church of England Academy 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 parking at the top of Tan House Lane, on double yellow lines or anywhere that could be a danger to other drivers or pedestrians. Additional traffic and parked cars around school pose a serious unnecessary risk to children as well as additional congestion. 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 at 9.25am, the office will begin to contact parents of absent children who have not contacted school.

Start of the day

The school day begins at 8.50 am with the ringing of the school bell at which point KS2 children will line up in their classes, and KS1 children will walk into school through each class door and all school staff will assume their duty of care for pupils. A second bell will ring at 8.55am and all entrances will be closed. Any children arriving after 8.55am will be marked late. Children arriving after 9.00am must come in through the front entrance. If a pupil arrives after registration has closed 9.25am he/she is marked absent and the absence will be recorded as unauthorised for that morning, unless acceptable, prior notice, has been given, eg medical appointment.

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 (8.50 am). Children should not arrive for school, unattended, 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 is a shelter on KS1 playground that can be used during bad weather. In very bad weather school will be open from 8.45 am.

Duggies Breakfast Club

Duggies provides childcare for families who need provision from before 8.45 am. Children can arrive at Duggies from 7.45 am and breakfast is served until 8.30 am. Parents/carers **must** accompany children to the entrance and hand them over to one of Duggies staff.

End of the Day

The school day ends at 3.20 pm for KS1 and 3.25 pm for KS2. This does not mean children will always be exiting school at exactly 3.20/25 pm. KS2 children will exit from the main KS2 door and KS1 and Rec children will exit from their classroom door. 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.

KS2

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

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 his/her 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. As, with the start of the day, it is 'reasonable to expect' supervision for 10 minutes at the end of the day for exceptional, unforeseen circumstances. At 3.30/35 pm late collection procedures will 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. Any children attending clubs held in the school building will be released to their parent/guardian from the school office entrance. These children will get dressed back into their uniform before leaving school. Any children attending Mr Jones's clubs on the field, will be released from the gate at the top of the school car park. These children can remain in their kit when leaving school. 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 child will be taken to Duggies and this will incur a charge.

If a child is not collected at the end of the Duggies 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.

Collection during the school day

If a child needs 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.