



UPTON HEATH START AND END OF DAY PROCEDURE

Arrangements at the Start and End of the School Day

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 Upton Heath Church of England Primary School support the school in meeting the aim of 'caring for every child'. This guidance outlines 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. Families are strongly discouraged from bringing cars on to the school site unless they have a permit to do so. Additional traffic and parked cars around school pose a serious unnecessary risk to children as well as additional congestion which is unhelpful for residents. These messages are communicated regularly to families via our newsletters.

If your child is unable to attend school due to illness, parents must inform the school office between 8.30 am – 9.00 am on the absence line. 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 at which point lessons will start. Doors are open from 8.45 am so that parents/carers can drop off their children to school earlier. Teacher support staff are always available on the doors first thing in the morning 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 S4YC.

End of the day

The school day ends at 3.15 pm for EYFS and Key Stage 1 and 3.30pm for Key Stage 2 children. This does not mean children will always be exiting school at exactly 3.15 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. You are able to nominate an alternative person to pick up however school must be informed otherwise we will not release your child without telephone confirmation.

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.

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.

As with the start of the day, it is 'reasonable to expect' supervision for 10 minutes, at the end of the day. At 3.40 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 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:

- Messages 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.**
- After 15 minutes, the school will place the child into S4YC after school club, who will charge parents/carers accordingly.
- If none of the above procedures are successful, social services may be contacted.

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 and provide evidence e.g. letter/appointment card. 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.