

# **THE WILLIAM AMORY PRIMARY SCHOOL** **BEGINNING AND END OF THE DAY POLICY**

## **Procedures for Start & End of Day**

### **Start of the day:**

The school day starts at 9am. Children are expected to be in school and ready for registration no later than 9am. School staff are ready to take responsibility for children from 8:50am when the school doors are opened. **Until this time parents/carers are responsible for the welfare of their children, unless children have attended our breakfast club before school.**

At 8:50am the school doors will open and children in Reception class will enter via their door at the top of the steps, Year 1 and Year 2 will enter school via the door directly on to the KS1 playground. Year 3 and Year 4 will enter via the external doors directly into their classrooms. Year 5 & 6 will enter the building via the Key Stage 2 door. On entering the school building children go to their cloakroom to remove their outdoor clothing before going to class.

There will be a member of staff on the door at each key stage to welcome the children into the building and other class teachers and teaching assistants will be in class as children enter to welcome each child for the day ahead.

Staff are unable to take messages from parents/carers at the start of day unless they are written down as they are supervising the children in to school, messages should be sent to the school office by telephone or email.

### **Play Equipment**

Any children or adults using the play areas before or after school do so at their own risk. Play equipment is not authorised on the school grounds before or after school (bikes, scooters, footballs, etc) in case injury is caused to parents/carers and children. Those arriving/going home on bicycle or scooter must walk to or from the gates

### **Parking**

Parents/carers must not bring vehicles onto school premises except in the case of an emergency.

We ask that everyone dropping off or collecting children parks sensibly. Please do not park on double yellow lines or block driveways etc.

Please ensure that anyone dropping off or collecting your child/children are aware of this policy.

### **Dogs**

Dogs are not allowed on the school premises at all and must not be tied up at the gates.

## **End of the day:**

### **Reception:**

At 3.25pm the children are handed over to parents/carers **from the Reception class entrance**. Children will not be released until a parents/carer is seen.

### **Years 1 & 2**

At 3.25pm the children are handed over to parents/carers via the KS1 external door and are only allowed to leave when a member of staff has seen a parents/carers in the playground.

### **Year 3**

At 3.30pm the class teacher or teaching assistant takes the children out of the KS2 external door to the playground and releases them to their parents/carers.

### **Year 4**

At 3.30pm the children leave via the KS2 external classroom door straight into the playground. The teacher/teaching assistant stands with them and they are not allowed to go until their parents/carers are in sight.

### **Year 5:**

Children in Year 5 are dismissed from class at the end of the day via their classroom door, the teacher/teaching assistant stands with them until their parents/carers are in sight.

### **Year 6:**

Children in Year 6 are dismissed from class at the end of the day and leave the building on their own. If they are expecting to be collected and no-one is there to greet them they should return to school and inform the school office. A member of staff will then call a parent/carer to confirm collection arrangements.

**We ask that parents/carers collecting children from all year groups make themselves visible to the staff releasing the classes.**

**We also ask that if parents/carers know they will be late then to call the school so we can alert the class teacher. This ensures we know which children are likely to be left behind and also enables us to reassure your child with an explanation as to why you are late.**

**We always encourage good communication between parents/carers and staff but please note that staff are only able to speak to parents/carers when all the children have been dismissed. The safety of pupils is our number one priority.**

**Year 6 children usually begin to walk home without parents/carers throughout the year. If you have a child in Year 5 and you want them to be allowed to leave school on their own at 3.30 then we ask that you put this in writing. We would not normally expect children younger than this to be walking home without a parent/carer.**

## **Appointments**

Parents/carers are advised to make appointments outside of the school day where possible. However, if a pupil needs to leave early for an appointment, then a copy of the appointment letter/card should be shown to a member of staff in the school office, in advance.

## **Contact details**

It is essential that parents/carers provide the school with a record of their contact details, i.e. names, addresses, home, work & mobile telephone numbers. If possible, parents/carers must also provide the school with the contact details of at least two other people who can be called when the parents/carers cannot be contacted or in the event of an emergency. It is responsibility of the parents/carers to inform school of any change of details.

## **Persons collecting pupils**

It is not school policy to allow any unknown persons to collect pupils from the school. If a new person is going to be collecting a pupil at the end of the school day, the school must be informed by the parents/carers. Please also inform the school if your child will be going home with a friend from class and their parent/carer.

## **In case of illness**

The school does not have nursing facilities so in the case of a child becoming unwell a parent/carer will be contacted to come and collect him/her. The expectation is that a child is collected immediately to meet the health and emotional needs of the child and to minimise the risk of cross infection to others.

## **Managing parents/carers suspected to be under the influence of drugs/alcohol**

School staff will immediately alert the Headteacher or other school leader if they consider a parent/carer is under the influence alcohol or drugs when attempting to collect a pupil.

If the pupil is thought to be potentially 'at risk' or likely to suffer 'harm' by leaving the school premises with the parent/carer, then the school will refuse to hand over the pupil – this will happen if the parent/carer is in no fit state to take charge of the pupil. The appropriate services will be notified immediately, i.e. the police, who have emergency protection powers, and Children's Social Care.

The school's designated person for child protection will record both the incident and any resultant actions taken following the school's safeguarding procedures.

## **Procedures for dealing with children who are not collected at the end of the day**

The William Amory Primary School recognises that it has a statutory duty to safeguard and promote the welfare of its pupils, and that this duty extends to having arrangements in place for dealing with pupils not collected from school at the end of the school day or school activity.

5-10 minutes	Children to be taken to the school office. A phone call will be made to parent/carers in contact priority order. Children will be sent to after school club and a charge will be made.
10-30 minutes	School will continue to attempt to make contact with parent/carers
30 minutes	If no contact is possible, school will inform Staffordshire County Council social services.

**Permission for walking home alone**

Dear Parents/Carers,

Should you, as parents/carers, feel your child is mature enough to cope with this responsibility would you please complete and return the slip below, giving permission for your child to do so. No child will be allowed to walk home without prior consent from a parent or carer.

Yours sincerely,

Mrs V Woollacott  
Headteacher

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I give permission for my child to walk home (or to another specified destination) on their own after school.

I have explained to my child the safety aspects of walking home on their own.

I understand that it is the responsibility of parents/carers, and not the school, once my child has left the school premises.

Child's Name:

Class:

Name of Parent/Carer (with Parental Responsibility) :

Signed:

Specified location if other than home: