Start and End of Day

Protocol

2024-25

**Pendoylan**

**C/W Primary School**

****

**Aim**

The aim of this document is to ensure that all children arriving at school or leaving the school grounds at the end of the school day, do so safely and in the correct manner as agreed between the child’s parents, carers and the school.

**Start of the school day**

At Pendoylan CIW Primary school, the school doors entrance points open for pupils at 8:50 am. ( Rec & Y 1 at the front yard; Y2, Y3 & 4 at the side gate and Y 5 & 6 will walk across the front yard, behind Rec/Y 1 and make their way to the lower Junior yard) Class teachers receive the children straight into classrooms from Rec-Y4 and a member of staff will greet Years 5 &6 pupils on the lower Junior yard and bring them up to classes by 9am.

Parents or carers are allowed to wait on the front Reception yard from 8.30 to avoid congestion outside the school.

Pupils who attend the ‘Simply out of School’ Breakfast provision are supervised in the school hall and at 8.50 am will be escorted to classrooms/yard by the supervisors.

**Nursery & Sessional Childcare**

Nursery parents take pupils to the nursery yard from 8.50am. Doors open at 9am and there is a staff member in the nursery cloakroom helping children hang up their coats and supporting pupils with the separation from parents or carers from 9am. The children are engaged immediately with interactive activities whilst all pupils are welcomed at the entrance . A staff member supervises the main entrance into Nursery to ensure pupils do not leave the building whilst hanging up their coats.

Parents are asked to complete a ‘who can collect my child from school’ document that identifies names of people who will be collecting on a regular basis. They will also provide a ‘code’ word on this document in the event of a change to the regular routine.

At 11.50am the Nursery gate is opened to welcome parents who do not wish to access the afternoon Childcare provision. The class teacher releases these children to their parent or identified person prior to any new intake coming into school in the afternoon. Mrs Davies takes over as Childcare manager from 11.50am -2.50pm.

**Childcare home time:**

From 2.50pm parents are able to congregate outside the Nursery entrance and children will be released individually by Childcare staff to a parent or identified person. Where there is an unfamiliar adult collecting, a code word will be sought to ensure the adult has parental permission. Children who attend the ‘Simply out of School’ provision will be collected from the Childcare provision by ‘Simply out of School’ staff.

**Pupils transported by bus**

A staff member greets pupils arriving on the school buses at 8.50am. Pupils are then escorted through the rear gated entrance at the back of the school and into their respective classes where the class teacher will be available to receive them.

Every morning a class list is compiled of each child’s after-school arrangements ie. Which bus, homeline or after school club the pupil is to attend at the end of the day. This information is written on a white board on the class doors. **We politely ask that parents notify school as early as possible that day if there are any changes to the usual after-school arrangements, thank you.**

At the end of the school day, the class teacher organises pupils according to their home-time arrangements and pupils who are going home on buses are asked to wear a colour coded lanyard according to which bus they are using that evening. Pupils who are using the bus service are escorted to the car park in a ‘walking bus line’ by a staff member.

All children are led calmly in a line to the rear car park where an escort/bus driver on the bus greets them. It is the duty of escorts/bus drivers to check pupils’ bus passes or on some buses to check names against a pupil list. We would also ask that parents/carers are prompt in terms of being at the agreed stops and ready to receive their children. The bus driver/escort will not leave a child off their bus without an adult to receive them.

**Leaving the school grounds at the end of the day- Homeline**

We ask parents / carers to be prompt, when collecting their children at the end of the day. School finishes at 3:15pm (2.50pm for Childcare). If another adult is to collect a child either temporarily or permanently, we ask parents to contact the school office. If for any reason there is an unavoidable delay, parents are asked to contact the school and wherever possible try to arrange for someone else to collect the child.

The school retains the right to seek parental permission before sending home a younger child with someone:

* who is not known to the school
* when the school have not been informed of alternative collection arrangements
* when the school are not certain that the person collecting the child is over 16 years old
* when the school feels that that they are placing the child in an unsafe situation, e.g. if the person collecting appears to be under the influence of a substance (alcohol/drugs). In this incidence, the school retains the right to contact the police or children’s services.

At the end of the school day, a staff member will dismiss as outlined below:

**Reception** : are dismissed from behind the Reception area Shelter by their teacher or teaching assistant to an adult with parental permission who is waiting to receive their child on the other side of the gate.

**Year 1**: are dismissed from the main ‘Kissing gate’ by their teacher or teaching assistant to an adult with parental permission who is waiting to receive their child on the other side of the gate.

**Year 2, 3 & 4:** are dismissed from the side gate by their teacher and teaching assistant to an adult with parental permission

**Years 5 & 6:** To be dismissed by a Junior teacher through the wide gates at the bottom of the main yard to an adult with parental permission.

**The safety of your children during this release time is of paramount importance to us and in this respect we would ask that if you have more than one child to collect, please be patient and allow us the time to do this safely. The main school gates will be open from 2.45pm to allow parents onto the front yard to wait for their children.**

**Simply out of School Club**

At the end of the day, ‘Simply out of School’ staff pick up children from Nursery, Reception, and Year 1 from their classrooms and take them to the school hall ( or POD if the hall is not available). Years 2-6 go directly to the school hall/POD to meet staff. Pupils are provided with a high vis jacket and wait in the school hall until the bus arrives to transport them to Pendoylan War Memorial Hall. It is the responsibility of parents to notify Simply out of School staff and Teaching staff if there are any changes to the normal arrangements for attending this provision.

**Afterschool Clubs**

When clubs finish, the children are dismissed through the side gate or main school entrance by the club leader( please confirm which gate with the Club Leader). The club leaders dismiss pupils to the named responsible adult as identified by the parent. Please contact the Club leader directly for any changes or emergencies as the school admin office closes at 3.45pm. Generally, there are staff members on site in the event of any queries or uncertainty.

**Collection from School during School Hours**

Parents/carers should ensure that routine appointments, e.g. to see the dentist or doctor, are made during the school holidays or after school wherever possible. If your child needs to attend appointments during the school day, evidence of the appointment/s may be requested by the school office prior to the appointment day.

When collecting your child to attend an appointment, parents/carers are requested to do so from the main school entrance where you will be greeted by our office staff. A member of staff will bring your child safely to you in the school foyer.

**Meeting with Staff at the beginning of the day**

Unfortunately because of the requirements for staff to be on duty all around the premises,( in bus lines, on the Junior yard etc), not all staff will be available to discuss issues before school begins. You are welcome to speak with any of the staff on duty in the entrance yard or the headteacher ( if available) or otherwise make an appointment with the secretary to see the class teacher. We will all do our utmost to get back to you as soon as possible during the school day.

Parents will be notified of this document via Schoop and our school website.

**Review of the document**

This policy became effective in Autumn 2024, will reviewed in Autumn 2025.



Signed Headteacher: Date: 30/9/24

Signed Chair of Governors: J Rees Date: 30/9/24

**Nursery Protocols:**

**Persons with parental permission to collect my**

**child/ren from school**

**Childs Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Persons with parental permission to collect:**

|  |  |  |
| --- | --- | --- |
| **Name of person** | **Relationship to child** | **Contact Number** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Safety code word in event of a different adult collecting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other Comments:**