



St Mary's CE Primary School
N8 7QN

Start and end of
school day
procedures

Aims:

To ensure arrangements at St Mary's CE Primary School 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 many 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 safely in the surrounding streets and not illegally on the yellow zig zag lines in Rectory Gardens and in Church Lane. Please note there are enforcement cameras now installed in the area. Additional traffic and parked cars around school pose a serious and unnecessary risk to children.

Illness

If your child is unable to attend school due to illness, parents must inform the school office between 8.00 am – 8.50 am.

Breakfast Club

Breakfast club provides childcare for families who need provision from before school. Breakfast Club runs from 7.55am to 8.55am at Church Lane and 7.45am to 8.45am at Rectory Gardens. Parents/carers **must** accompany children to the entrance and hand them over to one of the breakfast club staff.

Start/End of the day timings

Church Lane – Reception and Y1

8.45am	Gates open. Member of staff on duty in the main playground
8.55am	Bell rung and children enter their own classroom via the classroom at 9.05am. Registers closed and sent to office
3.30pm	End of school day. Children go to a 'going home place' and parent/carer comes to door. Class Teacher allows children to go when parent/carer is present
3.40pm	Children who are not collected are brought to the office for teacher to telephone parent/carer. Member of the Leadership Team will supervise late children

Rectory Gardens – Y2, 3 and 4

8.25am	Gates open. Member of staff on duty in the main playground
8.45am	Bell rung - Year 2 children go in via Y2 Hub entrance, Y3&4 children line up with the teacher in main playground
3.15pm	End of school day. Children go to a 'going home place' and parent/carers come to the playground. Class teachers allow children to go when parent/carer is present.
3.30pm	Children who are not collected are brought to the office for staff to telephone parent/carer. Member of the Leadership Team will supervise late children

Rectory Gardens - Y5 and 6

8.25am	Member of staff on duty in the main playground
8.30am	Bell rung and children line up with the teacher
8.35am	Registers close and sent to the office
3.15pm	End of school day – Children go to a 'going home place' and parent/carers come to the playground. Class teachers allow children to go when parent/carer is present
3.30pm	Children who are not collected are brought to the office for teacher to telephone parent/carer. Member of the Leadership Team will supervise late children

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.

Your child will only be allowed to walk home if they are in Years 5 or 6 and you have filled in an Independent Traveller form and returned it to the office.

Staff will be outside in the playground at the end of the day to facilitate good communication between school and families.

Clubs

If your child is attending a club it is automatically assumed they will be collected by a parent/carer at the end of the club session. If this is not the case parents must inform school of the arrangements they wish 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 the day or at the end of a club, 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

Nursery at Church Lane

Morning session: 9.00am to 12.00noon
Afternoon session: 12.30pm to 3.30pm
Full time session: 9.00am to 3.30pm

Breakfast Club is also available to Nursery aged children: 7.55am – 9.00am

Please be punctual. Children are expected to arrive at Nursery on time. Doors open at 9.00am, 11.55am, 12.30pm and 3.30pm only. Arriving late not only causes disruption, but can also be distressing for your child. If you are going to be unavoidably late collecting your child from Nursery at the end of the session, please telephone to let us know. Children must be brought and collected by a known adult. If someone else is to collect your child, please inform us, as we cannot let a child go with someone we do not know. Although Nursery is not statutory, attendance and punctuality are monitored.

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 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.

SECURITY ARRANGEMENTS

The gates to playground areas will be locked by 9.05 am at Church Lane and 8.55am at Rectory Gardens. Any parent arriving late at either site **MUST** come to the front door and sign their child in using the online signing in facility ensure that their child gets into school safely. It would be very dangerous to deliver a child to the gate and leave without making sure that the child is safely inside the building. Parents are asked to telephone to

warn us if children will be late. Parents should sign their child in using the online signing in system in the office giving reasons for lateness.

Parents calling at either site of the school at any other time should use the front doors, and gain entry by using the intercom. Obviously we shall try to make sure that someone is in the office at all times but we do ask you to be patient if our other duties take us temporarily to other parts of the school. Please do not allow anyone else in or out of the entrance/office area, without informing the office. The playground gates are opened at 3pm at Rectory Gardens and 3.15pm at Church Lane. Parents and others meeting children at Rectory Gardens, should collect them from their teacher in the playground and Year Two Hub. Parents expecting to be significantly late must telephone to let the school office know.