

Pendoylan C/W Primary School



Start and End of Day Protocol

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 gates open for pupils at 8:50 am. A member of staff will be present at the main reception gate and on the junior yard, to ensure pupils make their way onto the playground safely.

Pupils are dropped off at the gate by their parents or carers; Junior pupils make their way through the side entrance and around to the Junior Yard. Foundation Phase pupils stay and socialise on the playground with peers until the bell is rung. At 9 o'clock, pupils are escorted to their classes by staff.

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

Nursery parents take pupils to the nursery door where a staff member from the Nursery greets them at 9.00 am. 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. 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 now being 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.

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 onto the appropriate playground to socialise with peers, where they are supervised by the staff members on duty.

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. The school secretary compiles this information onto one list for each staff member on duty. **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 school hall and again pupils are put into the appropriate lines.

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 (3.00pm for Nursery). 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:

Nursery children are dismissed from their classroom door by their teacher and teaching assistant to an adult with parental permission. Where there is an unfamiliar adult collecting, a code word will be sought to ensure the adult has parental permission.

Reception and Year 1: are dismissed through the '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: To wait under the shelter in the reception yard where children will be dismissed from the Year 2 classroom door (new trial arrangement) by their teacher and teaching assistant to an adult with parental permission

Junior pupils: To be dismissed by a Junior teacher through the wide gates at the bottom of the main yard in an orderly fashion.

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.

Afterschool Clubs

If children are attending an after school club, the children are dismissed through the main school entrance by the club leader. The club leaders dismiss pupils to the named responsible adult as identified by the parent. A staff member remains 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 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 document will be reviewed annually and updated where necessary.

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: