



## **The Batt CE Primary School Start and End of Day Procedures Safeguarding Children**

### **Start of the school day**

#### **Arrival**

- Children are permitted to arrive on site from 8:30 when the gates open and a member of Senior Leadership will be on duty.
- Children should not arrive at school or be left unattended before this time.
- The registration bell rings at 8:40am and children will be promptly admitted to their classrooms.
- Parents and carers who choose to leave their children on the playground before these times need to be sure that their children clearly understand that they need to remain on the playground and not leave the school site.
- Parents should leave the school site promptly as the gates will be locked at 8:50am.

#### **Arriving Late**

- Children arriving after this time will be marked as 'late' on the register.
- If classes have already gone into school when children arrive, parents should take their child to be signed in via the main office.
- Any arrivals after 9.15am (when registers officially close) are required to be recorded as an unauthorised absence.

#### **Communication with Teachers**

- In the morning class teachers will be available on the playground for brief essential messages, but their priority must be to supervise and settle children at the start of the school day.
- Senior Leadership on the school gate must also prioritise supervising children.
- Longer discussions should therefore be held after school or an alternative appointment made.
- Parents and carers should not enter cloakrooms or classrooms before the bell or at the start of the school day unless invited by and accompanied by a teacher.
- Parents wishing to speak to a member of staff before school should come to the school office.

- If a parent needs to drop off a forgotten item to a child, they must go to the office rather than directly to classrooms.

## **End of the school day**

### **Collection**

- The school gates are unlocked from 3pm.
- Parents should wait on the main playground until children are dismissed by their teachers. Children will be dismissed at 3:10pm.
- Teachers will ensure that children reach a known adult, unless permissions have been given for the child to walk home (see below).
- Any parent needing to talk with a member of staff must wait until the teacher has safely handed all children to their parents/carers.
- In order to ensure the safety of children attending any after school clubs, staff working in classrooms and the school site, the school gates will be locked at 3:20pm and we request that parents and children have left the site by this time.

### **After School Clubs**

- Children attending clubs within school should make their way there and will be registered on arrival – they should be collected by parents or carers at the school gates as per the agreed arrangements for that club.

### **Collection Arrangement Records and Permissions**

- Parents or carers are asked to state at the beginning of the school year what the usual arrangements will be for picking up their child at the end of the day. If this changes significantly parents are asked to inform their child's teacher.
- Where a child is going home with another adult or with another parent or to a friend's house, the parent must inform the class teacher at the start of the school day or via telephone to the school office.
- Where pick up arrangements change during the school day, the school MUST be informed by telephone to ensure we are aware of your childcare arrangements. We cannot let children go home with another adult without your permission, even if this adult is known to us. Where arrangements are unclear, we will keep children at school until we can contact you in order to clarify arrangements.
- Where parents wish children in Years 5 and 6 to leave the school site alone, we ask that parents inform school at the beginning of the school year so we can discuss arrangements with you and obtain written permissions.

## **Please note:**

- Once children have been dismissed, children and parents should not return to classrooms unless invited by and accompanied at all times by a member of staff.

- Parents, carers and children should not enter unattended classrooms and we regret that, due to safeguarding reasons, we also cannot allow parents or carers to use school facilities such as toilets at the beginning or end of the school day.
- Once a child is with their parent or carer, then the parent or carer is responsible for their behaviour and safety.
- Unfortunately we cannot ensure adequate supervision of children on the Trim Trail before and after school and therefore ask that children do not play on the equipment at these times.
- In order to ensure the safety of those arriving at and leaving the site, we also ask that children do not ride bikes or scooters across the playground or play ball games before or after school.
- Dogs are not permitted on the school grounds.