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and learn to love



## St Mary's CE Infant School Start and End of Day Procedures

### Start of the School Day

#### Arrival

- The Front Entrance Door is opened at 8.40am by the Office Manager or member of SLT who will remain on the top playground until 9am.
- All pupils should have arrived in class by 8.50am.
- Parents should leave the school site promptly by the Front Exit Door as both doors will be locked by 9.00am.

#### Arriving Late

- Children arriving after this time will be marked as 'late' on the register.
- Parents will need to use the Intercom at the Front Entrance Door to gain access and the Office Manager or member of SLT will let them in.
- Any arrivals after 9.15am (when registers officially close) are required to be recorded as an unauthorised absence for that morning session.

#### Communication with Teachers

- In the morning, class teachers will be available at the point of entry to each class or in the classroom for brief essential messages, but their priority must be to supervise and settle children at the start of the school day.
- Staff on the school gate must also prioritise supervising children.
- Longer discussions should therefore be held after school or an alternative appointment made.
- If a parent needs to drop off a forgotten item to a child, they must go to the office rather than directly to classrooms.

### **Breakfast Club/Walking Bus**

- Pupils attending Breakfast Club at The Batt School will be walked over to St Mary's supervised by Dom Baker (Wraparound Manager at The Batt School) at 8.30am.
- If more than 3 pupils need to be walked over to St Mary's, a St Mary's staff member will meet Dom Baker at The Batt School at 8.30am.
- Pupils and staff will wear hi-viz jackets for the duration of the journey.
- Pupils will be acknowledged by the Office Manager or a member of SLT on arrival and any absences from Breakfast Club will be followed up during the registration period.
- Dom Baker will be responsible for informing St Mary's of the registers for Breakfast Club and for updating them.

### **End of the School Day**

#### **Collection**

- The Front Entrance Door is opened at 3.15pm by the Office Manager or member of SLT who will remain on the top playground until everyone has exited the site.
- Key Stage One parents should wait on the playground adjacent to their child's classroom until children are dismissed by their teachers.
- Reception parents should enter the Reception outdoor area and wait until children are dismissed by their teacher.
- At 3.20pm, children will be dismissed from their class.
- Teachers will ensure that children reach a known adult but will refer to the End of Day collection sheets which are taken to each classroom at the end of the day to check who children are being picked up by. For safeguarding reasons, staff will keep children back if there are any discrepancies between the collection sheet and person who is collecting.
- Any parent needing to talk with a member of staff must wait until the teacher has safely handed all children to their family.
- In order to ensure the safety of children attending any after school clubs, staff working in classrooms and the school site, both doors will be closed by 3.30pm and we request that parents and children have left the site by this time.

#### **After School Clubs**

- Children attending clubs within school will be brought to the hall by a member of staff and will be registered on arrival – they should be collected by parents or carers when the doors are opened at the end of the Club by a staff member.

### **Farmhouse Nursery**

- Staff from Farmhouse Nursery will walk down to the Reception class and collect children on their register, before going to Year 1 and Year 2 classes and picking up children attending their setting, and then leave the site by the Front Entrance Door.
- A final register check will be taken by Farmhouse Nursery before leaving the site.
- If a child is not on the register, they will not be allowed to leave school until Farmhouse Nursery staff have gained authorisation that they are able to do so.
- Farmhouse Nursery Staff will liaise with the Office Manager or member of SLT and parent/s at this point to clarify the situation.

### **After School Club at The Batt/Walking Bus**

- St Mary's staff will bring children who are on the Walking Bus to the hall, once the rest of the children in their care have been collected by a known adult.
- Once in the hall, they will remain until a member of staff becomes available to collect them.
- If more than 3 pupils need to be walked over to The Batt, an After School Club staff member will arrive at 3.20pm to help accompany the children.
- Pupils and staff will wear hi-viz jackets for the duration of the journey.
- Dom Baker will be responsible for informing St Mary's of the registers for After School Club and for updating them.
- St Mary's staff will be responsible for informing Dom Baker of any absences or changes to children attending on that day when they hand over to a member of staff in The Batt School hall.

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

- Families 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 or the school office.
- Where a child is going home with another adult or with another parent or to a friend's house, the parent must use the Class Collection Sheets which are located in the office to make staff aware of the changes.
- 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.

**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, due to health and safety reasons we cannot allow children to be on the Trim Trail before or after school and therefore ask that you do not allow your child to use it.
- We also ask that children do not ride bikes or scooters on the playground to ensure the safety of those arriving and leaving the site.
- Dogs are not permitted on the school grounds.

**Updated September 2023**

**By Julie Atkinson (Assistant Head)**