St Mary's Infant School Site
Start and End of Day Procedures
Safeguarding Children

Start of the school day

Arrival

- The Entrance Front Door is opened at 8:30am by a member of SLT who will remain on the top playground until school site is clear.
- Class teachers will admit children into classes promptly at 8.40am.
- Parents should leave the school site promptly by the Exit Front Door as both doors will be locked by 8.50am

Arriving Late

- Children arriving after this time will be marked as 'late' on the register.
- Parents will need to use the Intercom at the Entrance Front 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.

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.

End of the school day

Collection

- The school day ends at 3.10pm. The Entrance Front Door is opened at 3.05pm by a member of SLT who will remain on the top playground until everyone has exited the site
- Year 1 parents should wait on the playground adjacent to their child's class until children are dismissed by their teachers.
- Reception parents should enter the reception outdoor area and wait as children are dismissed by their teachers.

- Teachers will ensure that children reach a known adult but will refer to the End of Day Lists which are brought 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 list 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 parents.
- 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 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 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 by a staff member.

Walking Bus and Farmhouse Nursery

- St Mary's staff will bring children who are attending Farmhouse Nursery or going on the Walking Bus to The Batt, 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 Farmhouse Nursery or a staff member on the Walking Bus collects them.
- A member of staff from Farmhouse Nursery, will walk down to Reception and bring the children up to the hall who are attending their setting to help with end of day procedures in Reception.
- A register will be taken by Farmhouse Nursery and Walking Bus staff before each group leaves the site.
- If a child is not on either of the registers, they will not be allowed to leave school until the relevant staff have gained authorisation that they are able to do so.

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 use the Class End of Day Lists 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 we cannot ensure adequate supervision of children on the Trim Trail before and after school and therefore ask that children do not 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.