

# Start & End-of-Day Procedures 2019-20

Policy Updated: September 2019  
Future Review: September 2020



# Nurture ~ Believe ~ Discover ~ Achieve

## OUR CHRISTIAN VISION

Our vision for Woodstock CE Primary School reflects a passionate commitment to learning and recognition of the uniqueness of individual learners. Guided by our Christian values, it is driven by our desire to offer the best possible education for our pupils in partnership with parents, the Church and the local community.

**Woodstock CE Primary School will be a centre for learning where adults and children:**

- ✓ **Nurture** and prioritise wellbeing and development.
- ✓ **Believe** in themselves and in each other.
- ✓ **Discover** their own strengths and become successful lifelong learners.
- ✓ **Achieve** more than they ever thought possible.

## OUR CHRISTIAN ETHOS

Recognising our historic foundation, we will preserve and develop our religious character in accordance with the principles of the Church of England and in partnership with the Churches at parish and diocesan level.

Woodstock CE Primary School strives to be an inclusive community where children grow, learn and achieve together. Within a nurturing, supportive and safe environment, mental health and wellbeing is at the heart of everything we do and recognised as the responsibility of all. Children's natural curiosity is fostered through a creative curriculum that excites and challenges, and enables them to be successful learners. Supported by a culture of equality and aspiration we aim to remove disadvantage so that every child can thrive.

We are committed to providing an education of the highest quality within the context of Christian belief and practice. We encourage an understanding of the meaning and significance of faith and promote Christian values through the experience we offer to all our pupils.

*"For I know the plans I have for you", declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29, v11*



# Start and End-of-Day Procedures 2019-20



## Arrangements at the Start and End of the School Day

### Statement:

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, staff, volunteers and visitors.
- Where appropriate, the Governors will seek any necessary expert advice to determine arrangements.
- The Governing Body will provide staff with enough resources, information and training to implement procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

### Aims:

Ensure arrangements at Woodstock CE Primary School support the school in meeting the aim of 'safeguarding every child'. This guidance outlines procedures and expectations regarding the dropping off and collecting of children at the start and the end of the day, and arrangements for collection during the school day.

### Travelling to School

Most of our pupils live within walking distance of school and therefore families are encouraged to walk. For those who must use cars they are strongly encouraged to use our Walking Bus which leaves Woodstock Library daily at 8.25am. Cars are not allowed on to the school site unless they have a permit to do so. Additional traffic and parked cars around school pose a serious unnecessary risk to children as well as additional congestion which is unhelpful for residents. These messages are communicated regularly to families via our newsletters. If a child is unable to attend school due to illness, parents must inform the school office as soon as they can, and before 8.45am on the morning. Once registers close, the office will phone parents of absent children who have not contacted school.

### Start of the Day

The school day begins at 8.45 am at which point registers will be taken. External doors are open from 8.35 am so that children can come into school and get themselves organised before the official start of the school day at 8.45am. Teachers and support staff are always available in their classrooms to facilitate good communication with parents. Parents are encouraged to wait with their children on the playground until the doors are opened at 8.35am. Children should not arrive for school before 8.35 am.

Children arriving after the 8.45am will be directed to enter school via the office and will be marked as 'late' in the register. In the morning, class teachers will be available for brief essential messages, but their priority must be to supervise and settle children at the start of the school day. Longer discussions should be held after school or an alternative appointment made. Access to the school office should be made via the front door. Parents should leave the school site promptly and the school gates will be locked at 9.00am. Entrance to the school after that point and before the end of the school day should be via the front door and the school office.

## End of the Day

The school day ends at 3.10 pm. This does not mean children will always be exiting school at exactly 3.10 pm. If you are unsure which door your child will exit from you should ask your child's class teacher. The following protocols are in place for the end of the day:

### ➤ EYFS

Children in the Nursery will be passed by a member of staff directly to the parent collecting from the Nursery Class entrance.

Bumblebees and Ladybirds will be passed by a member of staff directly to the parent collecting from the Reception Class entrance. 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. You are able to nominate an alternative person to pick up, however school must be informed otherwise we will not release your child without telephone confirmation.

### ➤ KS1 (Years 1 & 2):

Children in Cygnets and Goslings class are handed over to parents by the class teacher from their own class external doors. Ducklings class will be seen out by the class teacher from the main Years 1 & 2 entrance.

### ➤ Lower KS2 (Years 3 & 4):

Children in Nightingales and Woodpeckers classes are handed over to parents by the class teacher from their own class external doors. Kingfishers class will be seen out by the class teacher from the main Years 3 & 4 entrance.

### ➤ Upper KS2 (Years 5 & 6):

Children will be seen to the main Years 5 & 6 entrance by staff and dismissed from there. Children are reminded if they are expecting to be collected and their parent has not arrived, to wait near the teacher until they are collected. If your child is expected to walk home on their own, please inform the class teacher of this.

### ➤ Children attending WUFA

Children who attend the externally provided WUFA After-school club will meet the WUFA staff in the school hall for registration. Children will then be escorted to the correct WUFA building (on-site or the Youth Club). If a child is attending an afterschool club in school, the club leader will escort the child to WUFA at the end of the club for signed hand-over.

### ➤ Children who catch the school bus

Children who catch the school bus will meet outside the School Office and wait to be registered. The office Receptionist will escort children onto the school bus and check seatbelts are in place.

## Collection of Children from Clubs

- Activities are planned for the full duration of a Club; sessions will often end with some 'tidy-up' time; therefore, parents are asked not to collect their child early unless by pre-arrangement or in exceptional circumstances.
- Parents should ensure they collect their children promptly at the end of an after-school club from the assigned entrance.
- Collection points for each club is published termly in the Woodstock Weekly Newsletter which you can access on the school website.
- Children who are not collected on time will be taken to the school office.
- If children are routinely collected late from a club, parents will be contacted to discuss the situation. Continued late pick-up may result in a parent being informed that their child is unable to attend a club.
- **Children attending WUFA:** All children will be escorted to WUFA by Club Leaders and signed over to the staff at WUFA.

### Late Collection/Uncollected Children

In the event of a child not being collected at the end of the school day or following a club, 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. Children will be escorted to the school office where the school Administrator will:

- Check messages for any information regarding collection of the child
- If no information is available, attempts will be made to contact parents 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 in any other reasonable way, for example through another parent
- Staff will not allow the child to leave school with anyone other than those specified by parents
- If none of the above procedures are successful, Social Care may be contacted

Parents will be asked to sign a late collection form and give a reason for late collection of their child/ren.

### 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 and provide evidence, for example a letter/appointment card. If appointments are in the morning parents should inform the office of the lunchtime arrangements for their child to ensure that a meal is available if required.

This statement was reviewed and revised at the 2019 Autumn Term meeting of the Health & Safety Committee.

Future Review: Autumn Term 2020