

Hand in hand we...
Love | Learn | Flourish

Start and End of Day Procedures



		Date
Reviewed by:	SBM	05/09/2023
Authorised by:	H&S	Autumn 2023
Signed:		

Change Log	
Reviewed Autumn 2023	✓

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. 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 8.40am on the morning. Once registers close, the office will phone parents of absent children who have not contacted school.

Map of School



Start of the Day

The school day begins at 8.40 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 8.40am.

Year groups	Time	Enter through gate*	Notes
Nursery	8.30am	1	Parents to accompany children to Nursery class door
Reception (Bumblebees & Ladybirds)	8.35am- 8.40am	1	Parents to accompany children to Reception class door
Year 1 & 2 (Cygnets, Ducklings, Goslings)	8.35am- 8.40am	2	Parents to accompany children to gate 4 . Y1 & 2 staff will greet children and take any short messages.
Year 3 & 4 (Kingfishers, Nightingales, Woodpeckers)	8.35am- 8.40am	2	Parents to drop children at main gate. Children to walk independently and enter school through gate 5 . Senior leaders will take any short messages for teachers.
Year 5 & 6 (Falcons, Kestrels, Red Kites)	8.35am- 8.40am	3	Parents to drop children at gate 3 . (Or children walk to school independently with parent's permission.) Children to walk independently to classrooms. Senior leaders will take any short messages for teachers.

Children arriving after the 8.40am will be directed to enter school via the office and will be marked as 'late' in the register. Parents should leave the school site promptly and the school gates will be locked at 8.40am. Entrance to the school after that point and before the end of the school day should be via 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:

Year groups	Time	Enter through gate*	Notes	Leave through gate*
Nursery	3.15pm	1 or 3	Parents to collect children from Nursery class door	2 or 3
Reception (Bumblebees & Ladybirds)	3.10pm	1 or 3	Bumblebees' parents to collect children from Reception garden gate at rear of school. Ladybirds' parents to collect children from Reception class door at front of school.	2 or 3
Year 1 & 2 (Cygnets, Ducklings, Goslings)		EYFS Gate	Parents to collect children from outside classroom doors at back of school via the EYFS gate	2 or 3
Year 3 & 4 (Kingfishers, Nightingales, Woodpeckers)		1 or 3	Parents to collect children from outside classroom doors near to pirate ship.	2 or 3
Year 5 & 6 (Falcons, Kestrels, Red Kites)		1 or 3	Parents to collect children from outside classroom doors. Children with permission can walk home independently.	2 or 3

Children attending Bears Club

Children who attend the externally provided Bears Club will be collected from their classroom

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 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