



**St. John's C. of E.**

Blackpool's First Free School 1817

# Start & End of Day Policy & Procedures

'In everything, do to others what you would have them do to you.'  
Matthew 7:12

Be Kind

Be Forgiving

Be a Good Friend

Be Honest

Love One Another

Be part of our St John's family!

### ***Arrangements for collecting pupils***

Parents will be informed, when their child starts school and at the start of every school year, the procedures for collecting the pupils at the end of the school day. If this changes, parent/carers will be informed. Parents must abide by the school's procedures for collection, to ensure that the pupils are dismissed safely.

### ***Appointments***

Parent/carers are advised to make appointments outside of the school day where possible. However, if a parent/carer needs to collect the pupil early for an appointment, then a copy of the appointment letter/card should be shown to a member of staff in the school office, in advance.

### ***Contact details***

It is essential that parents provide the school with a record of their contact details, i.e. names, addresses, home, work & mobile telephone numbers. If possible, parents must also provide the school with the contact details of at least two other relatives/carers who can be called when the parent/carer cannot be contacted or in the event of an emergency. The school will endeavour to keep this record up to date by reminding parents of the need to notify the school of any changes.

### ***Persons collecting KS1 pupils***

It is not school policy to allow any unknown persons to collect KS1 pupils from the school. If a 'new person' is going to be collecting a KS1 pupil at the end of the school day, the school must be informed by the parent/carer (with a brief description of the adult who is going to be collecting the pupil).

### ***In case of illness***

The school does not have nursing facilities so in the case of a child becoming unwell a parent/carer will be contacted to come and collect him/her. The expectation is that a child is collected immediately to meet the health and emotional needs of the child and to minimise the risk of cross infection to others.

### ***Managing parents / carers suspected to be under the influence of drugs/alcohol***

School staff will immediately alert the Headteacher or other school leader if they consider a parent/carer is under the influence alcohol or drugs when attempting to collect a pupil. If the pupil is thought to be potentially 'at risk' or likely to suffer 'harm' by leaving the school premises with the parent/carer, then the school will refuse to hand over the pupil – this will happen if the parent/carer is in no fit state to take charge of the pupil. The appropriate services will be notified immediately, i.e. the police, who have emergency protection powers, and Children's Social Care.

The school's Designated Safeguarding Lead will record both the incident and any resultant actions taken following the school's safeguarding procedures.

### ***Procedures for dealing with children who are not collected at the end of the day***

St John's CE Primary School recognises that it has a statutory duty to safeguard and promote the welfare of its pupils, and that this duty extends to having arrangements in place for dealing with pupils not collected from school at the end of the school day or school activity.

## School Protocol:

5-10 minutes	Children to be taken to the school office. A phone call will be made to parents in contact priority order. Children may be sent to after school club.
10-20 minutes	School will continue to attempt to make contact with parents/carers.
20 minutes (15:35)	If no contact has been made school will inform Children's Social Care

## ***Procedures for Start & End of Day***

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

The school day starts at 8:40am for Reception & KS1 pupils and 8.45am for KS2 pupils. Children are expected to be in school on time for registration in their classroom. School staff open the school doors at 8:40am and take responsibility for children arriving in the school building.

**Parents are responsible for the welfare of their children until they are admitted to the school building. We discourage children arriving at school unaccompanied by an adult and parents should stay with their child until the main school doors are opened.**

Children are allowed to store their bicycles and scooters in the bike store area to the rear of the garage. This area is for dropping off bicycles and scooters only and children must not play in the garage area. Failure to follow this rule will result in the withdrawal of the use of the bike store. Children and parents are not permitted to access the garage at any time other than for dropping off bicycles and scooters.

On entering the school building children in KS1 go to the cloakroom to remove their outdoor clothing before going to class. Children in KS2 go straight to class.

Class teachers are expected to be in class as children enter to welcome each child for the day ahead.

If a child arrives late for school (after 9am) then a parent will need to sign them in, including a reason for lateness, using the Inentry system at the main office

### ***End of the day***

#### ***Reception***

**At 3.10pm** the children are handed over to parents **from the reception class entrance**. Children will not be released until a parent is seen. We operate a password system if anyone, other than a parent, is collecting a reception class pupil.

#### ***Year 1***

**At 3.10pm** the children are handed over to parents from the small door on the main playground. Children will not be released until a parent is seen.

#### ***Year 2***

**At 3.10pm** the children are escorted down stairs to the main doors on the main playground. The children line up inside and are only allowed to leave when a member of staff has seen a parent/carer in the playground.

### **Years 4 & 5**

**At 3.15pm** the children are escorted down stairs to the main doors on the main playground. The children line up inside and are only allowed to leave when a member of staff has seen a parent/carer in the playground. Children should not leave school premises unless a parent or nominated adult is there to collect them.

### **Years 3 & 6**

**At 3.15pm** children in Years 3 and 6 are escorted down the rear outdoor steps to the rear of the main playground. The children are only allowed to leave once a parent has been seen in the playground.

Parents must notify the school office if a Year 5 or Year 6 pupil is allowed to make their own way home.

**We always encourage good communication between parents/carers and staff but please note that staff are only able to speak to parents/carers when all the children have been dismissed. The safety of pupils is our number one priority.**

We also ask that if parents know they will be late then to call the school so we can alert the class teacher. This ensures we know which children are likely to be left behind and also enables us to reassure your child with an explanation as to why you are late.

### **Additional Notes for Parents**

#### *Start of Day:*

- Parents are responsible for the safety of their children until they enter the school. Our doors open at 8:40am for Reception, Year 1 and Y2. And 8:45 for Year 3,4,5 and 6.
- Staff are not able to take messages from parents at the start of day while supervising the children in to school. Messages should be given to the school office.

#### *End of Day*

- If your child is in Year 1 - 5 please wait in the school playground for your child. If you wish to establish an alternative arrangement, please see your child's class teacher or the Head teacher.
- If your child is in Year 5 or 6 please ensure your child knows your expectations for collection at the end of the day. **If you do not collect them from the school yard yourself, you are still responsible for their safety once they have been dismissed from school.**
- Children who have not been collected at the end of the school day may be sent to the after school club. Parents will be subject to a charge in these circumstances.
- Where children are not collected by 3.35pm, Children's Social Care will be contacted.