

Stalmine Arrival and Handover on the School Grounds

All children must be escorted to school by a responsible adult.

Parents/carers must remain with their children when the school gates open at 8.30 am until the doors are opened at 8.45 am.

From 8.45am the Head teacher will be on duty to ensure all children enter the school safely. In her absence, the Class 3 teacher will ensure KS2 children enter school safely and the Assistant Headteacher will ensure that EYFS and KS1 pupils enter school safely.

The doors will close the at 8.55am (start of the school day) prompt. Any children late must enter through the main entrance.

The head teacher makes sure that the outside doors and gates are securely closed and locked as soon as parents have left the playground.

The head teacher also opens the school barrier at 9:00am. In the case of the headteachers absence, this will be carried out by Mrs Gooding.

All children are supervised when in the playground. This is by teachers and support staff at morning and afternoon breaks and by the mid-day supervisor and supervisory assistants at lunchtime. At no time are the children left unsupervised outside.

Nursery/Reception class have their own play area attached to the classroom for the purpose of continuous provision. A member of staff is always present to supervise the children throughout the day in this outside area.

The carpark is for the use of school staff and official visitors only.

End of Day Procedure:

All children must be collected from school by a responsible adult.

Children up to Year 5 are **not allowed to walk home alone.**

Children in Year 6 are able to walk home, only after a full Risk Assessment has been completed with the head teacher.

In EXCEPTIONAL circumstances, siblings over the age of 16 may be able to collect pupils, only after a full Risk Assessment has been completed with the head teacher.

In EXCEPTIONAL circumstances, pupils in Year 5 may be able to walk home alone, only after a full Risk Assessment has been completed with the head teacher.

Procedure for Nursery/Reception Class:

Parents/carers collect children from the Nursery/Reception class playground located at the front of the school building. Children will only be allowed to leave the premises with a named adult.

Parents must inform the school of any changes in collection arrangement for their child.

A password system is in operation to ensure the safety of all children.

Staff will not allow a child to leave with an unfamiliar adult.

Parents will always be contacted to ensure the person collecting a child has the parent/carers permission.

Procedure in Key Stage 1:

Children are collected from the EYFS outdoor space.

Parents/carers line up in the allocated place for their child's class.

Children line up inside the school building.

Members of staff are on duty to ensure that children are handed over to a responsible adult and mark them off on the end of day register.

Parents must inform the school of any changes in collection arrangements for their child.

A password system is in operation to ensure the safety of all children.

Staff will not allow a child to leave with an unfamiliar adult.

Parents will always be contacted to ensure the person collecting a child has the parent/carers permission.

Procedure in Key Stage 2:

Children are collected from the playground at the rear of the building.

Children must remain with their class teacher inside the school building until a responsible adult collects them.

Children will be handed over to the responsible adult by the class teacher.

Parents must inform the school of any changes in collection arrangements for their child.

A password system is in operation to ensure the safety of all children.

Staff will not allow a child to leave with an unfamiliar adult.

Parents will always be contacted to ensure the person collecting a child has the parent/carers permission.

For all children:

If the adult who should be collecting a child has not arrived, the child will be taken to the office by a member of staff.

If, after 10 minutes, no one has arrived, staff will telephone parents/carers to see what the delay might be.

The child stays at the office until an adult arrives.

If contact with parents/carers cannot be made and all other contacts have been attempted, at 4:30pm, the school will inform Children's Social Care.