# St. John the Baptist

**V.A. School**



Start and End of Day Policy

*“Working together to achieve our best, in a caring Christian school”*

**Aim**

The aim of this policy is to ensure that all children arriving at school or leaving the school grounds (and therefore the school’s care) at the end of the school day do so safely and in the correct manner as agreed between the child’s parents/carers and the school.

**Start of the School Day**

At St John the Baptist VA School, the main entrance and the nursery entrance are open to pupils from pupils at 8:40am. A member of staff will be present at these doors to ensure pupils make their way into school and onto their classrooms.

Children are dropped off by their parents / carers at these doors. The school bell is sounded at 8:55 prompt, teachers then start their school teaching day. If a child arrives after 8.55 am then their parents will be asked to sign the Late Book situated in the school office. The main school gate is locked at 9am.

**Leaving the School Grounds at the end of the day**

We ask parents / carers to be prompt, when collecting their child at the end of the day. School finishes at 3:15pm. If another adult is to collect a child either temporarily or permanently, we ask parents to contact the school office. If for any reason there is an unavoidable delay, parents are asked to contact the school and wherever possible try to arrange for someone else to collect the child.

The school retains the right to seek parental permission before sending home a younger child with someone:

* Who is not known to the school
* When the school have not been informed of alternative collection arrangements
* When the school are not certain that the person collecting the child is over 13
* When the school feels that that they are placing the child in an unsafe situation, e.g. if the person collecting appears to be under the influence of a substance (alcohol/drugs). In this incidence the school retains the right to contact the police or social care.

Parents and carers are asked to meet their children from the school gate. It is the school’s policy that children must be collected by an adult from nursery through to year 4. Nursery children are led out by two members of staff and handed over to adults from the school gate. Reception children are led out by two members of staff and handed over to an adult on the school yard. Year 1, 2, 3 and 4 teachers dismiss pupils through the main doors and ensure they are handed over to an adult. Year 5 and 6 junior children are dismissed from the classroom. Teachers release the pupils when they see the responsible adult. Children who are registered for Little Disciples Out of Hours Club are dismissed first and make their way to the hall. Staff from the Little Disciples Club will collect pupils in the foundation phase from their classrooms and take the children to where the Club is being held.

If children are attending an after school club run by the school, the children are dismissed from the main entrance. An outside light has been installed for when it is dark at 4:30pm. A member of staff supports any outside agency practitioners when handing pupils over to their parents / carers.

At the start of each academic year parents/carers of children in Year 5 and 6 will be required to write a letter requesting permission to send the child home without adult supervision. Letters will be kept by the class teacher for reference during the year. Class teachers will inform any supply cover teachers/PPA teachers of children’s arrangements to avoid any confusion at the end of the day. No child will be allowed to leave unaccompanied without a permission letter. Should a child say they are allowed to go home alone who has not returned a letter the school will make every effort to contact the parent/carer. Where this is not possible, then the school may have to call the police/social care as a last resort, if the child remains uncollected. It is the duty of parents to ensure that the school has the most up – to -date contact phone numbers.

Children in Key Stage 2 are not permitted to collect and take home younger siblings without parental supervision.

The school is not obliged to agree to a child walking home unaccompanied by a parent/carer/known adult if we feel it is not in the child’s best interests. In such an instance the class teacher will discuss this with the child’s parent/carer.

Please refer to the late collection procedures in Appendix 1.

All parents will have access to this policy on the school website.

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| **Monitoring and Review** | |
| Author | Mrs A Stephens |
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| Head teacher’s signature and date | Mrs A Stephens  01.10.18 |
| Chair of Governor’s signature and date | Mrs H Dalrymple  01.10.18 |

**APPENDIX 1**

**End of Day Collection Procedures for Parents/Guardians**

Please note, where a parent/guardian is persistently late in collecting their child/ren from school, then the headteacher may in the first instance formally contact the parent/guardian in writing, a meeting with/without the Educational Welfare Officer may also be arranged. Should there be no improvement then the headteacher may contact Flintshire Children's Services to initiate a Child Protection Referral. Where a child has not been collected and the school has failed to make contact with any of the emergency.