

## **Pontesbury CE Primary School**

### **Beginning and End of the Day Policy**

Policy to be reviewed July 2021

Policy to reviewed every 2 years

#### **Aim**

The aim of this policy is to ensure that all children arriving at school or leaving the school grounds 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 Pontesbury CE Primary School, the main entrance is open to pupils from 8:45am. A member of staff will be present to ensure pupils make their way into school and on to their classrooms.

Children are dropped off by their parents / carers at the front entrance. If a child arrives after 9.00am a member of staff will note this on the school's register system.

#### **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 14 or over (year 10 or older);
- 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 Services.

Parents and carers are asked to meet their children on the playground outside their classrooms. It is the school's policy that children in Reception and Years 1 and 2 must be collected by an adult from their classroom door. Children will be released by a member of staff when a parent or carer is recognised and then handed over. Year 3 to 6 children are dismissed from the classroom and should meet their parents on the playground.

Year 6 children are only able to walk home by themselves if their parents have sent in written permission for them to do so. The school does not allow our pupils to escort younger siblings home.

If a parent would like their year 5 child to walk home by themselves, a letter must be given to school - each request will then be considered by the Senior Leadership Team depending on age and maturity of the child as well as distance to home.

If children do not have an adult meeting them, they are to wait with a member of staff on the playground. If there is not a member of staff present, they are to return into school and wait at the main office. Children will be reminded of this procedure through assemblies, which are led by senior leaders, and by their class teachers.

If children are attending an after school club run by the school or by Crossbar, at 3.15pm the children will meet the appropriate adult at the agreed location on the school premises. Children in Reception, Year 1 and Year 2 will be accompanied to the agreed club location by either the class teacher or a member of the support staff. The children should be collected by parents from the playground or at a previously agreed club off-site location at the end of the session (e.g. Mary Webb astro turf).

The adult leading the club is responsible for ensuring children are collected by parents. If there is no adult present to collect their child, the member of staff responsible for the child will phone the parent or carer. It is the responsibility of the parent/ carer to ensure that contact details are up to date on school records.

Class teachers will inform any supply cover teachers/PPA teachers of children's arrangements to avoid any confusion at the end of the day.

#### CHILDREN ATTENDING THE WRAPAROUND AFTER-SCHOOL CLUB

KS2 children make their own way from their classroom to the Wraparound after-school club.

All younger children (Reception to Year 2) will be collected by a member of the Wraparound's staff from their classroom.

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

#### **Emergency Procedures**

##### IF A CHILD IS DISCOVERED TO BE MISSING

The purpose of this section of the policy is to give all staff, both teaching and non-teaching, a clear understanding of how to respond and who to inform should they discover a child is missing.

Staff need to be mindful that a child can go missing at any time of the day.  
For example:

a) From an indoor lesson

This could occur when a child is allowed to leave the classroom unaccompanied by an adult and fails to return e.g. to go to the toilet, to collect something from his/her bag in the cloakroom, being sent to another class or teacher, undertaking errands for the teacher.

b) From an outdoor lesson

This could occur when the class are outside the building with the children spread out and/or engaged in a variety of activities that make it is easy for a child to wander away unnoticed e.g. during games lessons on the playground or field, during other outdoor lessons, (e.g. forest schools), at the beginning or end of outdoor lessons when children are getting changed or using the toilet, etc.

c) Travelling about the school

This could occur when the children are spread out and beyond the teacher's direct total supervision e.g. going to and from the hall or outdoors before and after a PE lesson, going to and from the hall before and after assembly, going to and from the classroom at the beginning/end of lunch/break times.

d) Other Times

These include:

At the start of the school day at 8.45am when children are freely moving about the school building to get to their cloakroom and classroom;

At break and lunch times;

At the end of the school day when the children are getting collected or going to clubs;

Going to, during, or at the end of an after school club;

Upon discovering a child is missing it is important that the person knows exactly what to do. Therefore, the following action should be taken:

A member of the Senior Management Team should be notified immediately as well as any other member of staff. They should state the name of the child (if known) or a description of the child (if the child's name is not known to them), what the child was last seen doing and where, and how long since they last saw the child. Thereafter they should assist with any organised search for the child as directed by the class teacher or the Headteacher.

All available members of staff will then conduct a search of the building and grounds.

If necessary, the teacher should quickly arrange for another adult (e.g. support staff or neighbouring teacher) to supervise their class while they conduct any search away from the class for which they are responsible.

As soon as a child is deemed to have left the premises, two simultaneous phone calls will be made:

- To the Police, to report the missing child;

- To the parent/s, to notify them and establish that the child has not returned home.

If the child has returned home, the parents will be informed of the known facts surrounding the child going missing and the Police will be informed the child has been found safe.

In the meantime, all available staff (which may include volunteers) will start a search of the immediate area beyond the school premises (e.g. normal route home etc). Staff should use their professional judgement if they see the child and must be careful not to alarm the child e.g. running or shouting in their direction, as this may place the child in danger.

When the missing child has been located and safely returned to school, the child's family or the police, the Headteacher will conduct an investigation into the circumstances of the child going missing. This is in order to identify any factors that need to be addressed by the school or communicated to the parents to prevent a recurrence of the child going missing.