



# **Greenfield Primary School START AND END OF DAY POLICY**

**Approved by Governors (date) .....**

**Signed on behalf of the Governing Body .....**

**Chair of Governors**

# Greenfield Primary School

## START AND END OF DAY POLICY

This policy supports the school's safeguarding commitment to protect children and should be read in conjunction with our Safeguarding policy.

### Travelling to School

As the vast majority of our pupils live within walking distance of school, families are strongly encouraged to walk to school.

Additional traffic and parked cars around school pose a serious unnecessary risk to children as well as additional congestion. These messages are communicated regularly to families via Parentmail and on our website/social media.

### Start of the day

The school day begins at 8.50 am with the whistle at which point the children will line up in their classes and school staff will assume their duty of care for pupils.

A senior member of staff will be available in school from 8.30am. A member of staff will be on the playground from 8.40am when the school gates will be opened.

The door for Foundation pupils will be open at 8.50am for parents/carers to take their children in to school.

We would ask that parents pass on only urgent messages or messages relevant to that day at the morning drop off and only raise issues or concerns of a more complex nature at a pre-arranged appointment with their child's class teacher, which can be booked in advance with the school office. This enables a smooth start to the day.

**Breakfast club children** will be taken to the school playground/Foundation and KS1 classrooms by a member of staff from the club.

Children should not arrive for school before 8.40am.

It is essential that we know the reason for a child's absence. Please, therefore, telephone school on the first day of absence before 9.30am if possible. If your child arrives late at school, they must be signed in at the school office. If they are absent and not signed in, for the safety of the child, the school will telephone the named contact to find out the reason for absence.

## **End of the Day**

### **Pick up form**

In order to safeguard every child at Greenfield, written permission must be given for named persons to collect pupils at the end of the school day. When a child starts school parents/carers will be given a Pick up form (Appendix A) to complete so the classroom staff know who is collecting the child each day.

Parents will be asked to provide a list of people who are authorised to collect their child. It is helpful to nominate grandparents, relatives or friends who can collect a child in an emergency or if parents/carers are delayed. Persons authorised to collect children are encouraged to make themselves known to the school staff.

Parents should advise the school immediately of any changes to the list so it can be updated in the classroom and any changes to collection arrangements.

In the case where there are custody disputes, the school will comply with court orders as required and staff will be informed of persons who are not permitted to collect a child.

**The school will not release a pupil to someone who is not listed as authorised without contacting parents to verify their identity.**

### **Protocols**

The school day ends at 3.25pm (3.30pm for key stage two). Children will exit from their classrooms out on to the playground. If you are unsure which door your child will exit from you should ask your child's class teacher. Staff will oversee the children leaving the classroom on to the playground at the end of the day and will be available for any brief communication with parents/carers.

### **Pupils in Foundation Stage or Key Stage 1 (Years 1 and 2)**

Children will be passed directly over by a member of staff to the parent/carer/authorised person collecting.

### **Pupils in Key Stage 2 (Years 3, 4, 5 & 6)**

Children will wait with their class teacher until their parents arrive on the playground. Children are reminded if they are expecting to be collected and their parent/carer has not arrived to wait near the teacher until they are collected.

### **After school club children**

Pupils in Foundation Stage or Key Stage 1 (Years 1 and 2) will be taken to the lower hall by a member of staff to the after school club. Pupils in Key Stage 2 (Years 3, 4, 5 & 6) make their own way to the club.

Children being collected by an external after school club will be collected from their classrooms by authorised staff. This should be added to the child's individual pick up list in their classroom.

## **Clubs**

If a child is attending a club (sports, music, drama etc.) they will go to the hall at home time and parents will make their own arrangements for collection with the club providers responsible for their child.

Parents should notify the school office of any changes to arrangements regarding after school clubs.

## **Late Collection/Uncollected Children (3.45pm)**

In the event of a child not being collected at the end of a session, 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.

If a child is not collected at the end of a session, the procedure will be as follows:

1. The register will be checked for any information regarding collection of the child
2. If no information is available, the pupil will be taken to the school office and attempts will be made to contact parents/carers at home or at work as appropriate.
3. If above is unsuccessful, attempts will be made to contact emergency numbers on the registration form.
4. Attempts will be made to contact the parents/carers in any other reasonable way e.g. another parent.
5. If staff are in any doubt about the safety of the child, the child will remain in the care of the school. There will be two members of staff with the child at all times.
6. If none of the above procedures are successful, Social Services may be contacted by a member of the senior leadership team.

**The school will not allow the child to leave school with anyone other than those specified by parents.**

## **Walking Home**

There are no laws around age or distance of walking to school. A families' guide to the law states:

"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school."

Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. However, as a school we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

## **Pupils in Foundation Stage or Key Stage 1 (Years 1 and 2)**

Our agreed school policy is that **no pupil in Foundation Stage or Key Stage 1** should walk to or from school on their own or be left on their own on the school premises either before or after school. In addition, we will only hand over pupils to named adults or older siblings

(provided they are 14 years old or above) as named on the Pick up form held in the classroom. Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement.

We also ask that you keep us informed of any changes in arrangements so the Pick up form can be updated. If no one turns up to collect a child in these year groups they will be kept in school and parents contacted. We will not allow older brothers or sisters in school to collect younger siblings.

## **Pupils in Key Stage 2 (Years 3, 4, 5 & 6)**

There is no set age when children are ready to walk to school or home on their own. It very much depends upon their maturity and confidence. Therefore, as regards pupils in KS2 we believe that you as parents need to decide whether your child is ready for this responsibility. We would still highly recommend that pupils in year 3 and 4 at least, are still brought to and collected from school.

In deciding whether your child is ready to walk to school you should assess any risks associated with the route and your child's confidence. Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness.

There are lots of ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently. Walking to school is a great opportunity to learn road safety skills. The best way to do this is to walk with your children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence to deal with traffic and way finding on their own, in preparation for walking with friends or alone when they are older.

Teach your child to:

- Pay attention to traffic at all times when crossing the street; never become distracted
- Always cross at the intersection where there are traffic lights; do not cross in the middle of the road. Alternatively, cross in a place where you can see clearly in all directions. Avoid parked cars or bends in the road
- Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic
- Look out for cyclists
- Remember that drivers may not see them, even if they can see the driver
- Remember that it is hard to judge the speed of a car so be cautious

- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour). And if that person tries to convince him to go with him or tries to physically get close to him, then scream, "Help! This is not my dad!" or "Help! This is not my mum!" and run away. If they grab them, tell your child to kick, punch, and hit as hard as they can.

When deciding whether your child is ready for this responsibility you might want to consider the following:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they didn't want to do (scream, shout, kick, fight)?
7. Would they know what to do if they needed help?
8. Would they know who best to approach to get help?

**If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own.**

As part of our PSHE curriculum we remind children of their own road safety and Stranger Danger in lessons and assemblies.

If you decide that your child is ready for this responsibility, then you must inform the school by completing the slip (Appendix B). Your child will not be allowed to walk home unless this permission has been given in writing.

### **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 of this so that class teachers are aware. If appointments are in the morning parents should inform the office of the lunchtime arrangements for their child to ensure that a meal is cooked for them if required.



**APPENDIX B**



**Greenfield Primary School**

**WALKING TO AND FROM SCHOOL**

**Permission for pupils to walk to and from school unaccompanied**

Name of child:..... Class:.....

I wish to inform you that my child will be walking to/from school on regular basis.  
I will notify you immediately should this arrangement change.  
I have read and understood the guidelines, systems and reasonable precautions set out in this Start and End of Day policy.

Signed..... Name:.....

Date:.....

**Person with parental responsibility to complete and return this reply slip to school**



Version	Date	Comment
V2	Date created: 28/8/2017 Review date: Aug 2020	New BASC