

Start and End of Day Procedures Safeguarding Children

(September 2025)



Start of the School Day

- Children are permitted to arrive on site from 8.30am when a member of staff will be on duty on the playground to support those children leaving Breakfast Club. **Children should not arrive and be left unattended before this time.**
- Parents of children not attending Breakfast Club, who choose to leave their children before the bell, need to be sure that their children clearly understand that they need to remain on the playground and not leave the school site.
- School begins at 8.40am when the bell rings.
- Children should line up on the upper playground when the bell rings.
- Children arriving after 8.40am **MUST** enter school via the office and should **NOT** enter the classroom via the external doors.
- In the morning, class teachers will be available on the playground for brief essential messages, but their priority must be to supervise and settle children at the start of the school day. Longer discussions should be held after school or an alternative appointment made.
- Parents and carers **should not** enter any school building. **Parents wishing to speak to a member of staff before school should come to the school office.**
- Access to the school office must be made via the front door.
- Parents should leave the school site promptly as coded gates and gates at the rear of school will be locked at 8.50am.
- Entrance to the school after that point and before the end of the school day will be via the front door and the school office.

End of the School Day

- The school gates are unlocked from 3.00pm.
- Parents should wait on the upper playground until children are dismissed by their teachers.
- In order to ensure the safety of children attending any after school clubs, staff working in classrooms and the school site, the rear school gates will be locked at 3.20pm. and we request that parents and children have left the site by this time.

Squirrel, Otter, Hedgehog and Fox Classes (Reception, Years 1 - 4):

- In Squirrel, Otter, Hedgehog and Fox classes a member of staff will see children out to a known adult, or ensure they reach after school provision or clubs.
- In these classes, where a child is going home with another adult or with another parent or to a friend's house, the parent must inform the class teacher at the start of the school day or via email or telephone to the school office.
- **Where pick up arrangements change during the school day, the school MUST be informed** in order that we are aware of your childcare arrangements. We cannot let children go home with

another adult without your permission, even if this adult is known to us. Where arrangements are unclear, children will be kept at school until we can contact you in order to clarify arrangements.

- Any parent needing to talk with a member of staff must wait until the teacher has safely handed all children to their parents.

Red Kite and Owl Classes (Years 5 and 6)

- Parents or carers are asked to state at the beginning of the school year what the USUAL arrangements will be for picking up their child at the end of the day. If this changes significantly, parents are asked to inform their child's teacher.
- Children in these classes are dismissed by a member of staff from their classrooms to the playground where they should meet their parents or carers.
- Children are informed that if they cannot locate the adult they usually go home with then they should return to their class teacher.
- If children in Year 6 are to leave the school site alone, we request that parents discuss the arrangement with the school beforehand. Children in Year 5 are expected to be collected by an adult and not walk home alone.
- Children attending clubs should make their way there and will be registered on arrival; they should be collected by parents or carers as per the agreed arrangements for that club.

PLEASE NOTE:

- **Once a child is with their parent or carer, then the parent or carer is responsible for their behaviour and safety.**
- Once children have been dismissed, children and parents should not return to classrooms unless invited by a member of staff.
- Parents, carers and children should not enter unattended classrooms.
- To help ensure safety, adults and children entering or leaving the school site should use the allocated school gates at the front and back of the school and **not the vehicle gate which opens onto the car park.**
- Parents and carers should be aware that the **PE shed, PE equipment, Foundation Stage outdoor learning area, woodland area and trim trail are out of bounds to children before and after school** (regardless of whether they are being supervised by a parent).
- Children are not permitted to play ball games before and after school; nor should they ride bikes or scooters on the playground. This is to ensure the safety of all children and their parents when arriving and leaving the site at the same time.