



NCJPS

Safeguarding Children Start and End of Day Procedures 2017

Start of the School Day

- The carpark opens at 8.25am and children are permitted onto the playground from 8.35 am at which time a member of staff will be on duty. Children **should not** arrive and be left unattended before this time.
- Children arriving on the school bus and those attending Breakfast Club will be escorted to the playground by a member of staff at 8.35am.
- School begins at 8.45am and once the whistle is blown, children should line up in their designated area ready for their teacher to collect them.
- Children arriving after 8.45am should report to school via the office and be signed in by the parent / carer
- In the morning, teachers are not available to meet with parents, as their priority must be to supervise and settle children at the start of the school day. Any meeting with the teacher should be held after school or an alternative appointment made via the school office.
- Parents should leave the school site promptly and the main school gates will be locked at 9am.
- Entrance to the school after that point and before the end of the school day should be via the front door and the school office.

End of the School Day

- The car park opens at 3pm and the playground gates are unlocked at 3.15pm
- Children in Reception and Year 1 classes are collected from their classrooms by their parent/ carer at the end of the school day. It is the class teacher's responsibility to ensure that they leave with the appropriate adult.
- Children in Years 2 – 6 will **only** be released by staff to a known adult, who **must** collect the child from the teacher. Where collection arrangements are different to usual, or where parents are on the security rota, parents should inform the class teacher themselves or via the school office **as early in the day as possible**.
- In order to ensure the safety of children attending after school clubs, staff working in classrooms and the school site, the school gates will be locked at 3.45pm and we request that parents and children have left the site by this time.
- Children who will be travelling on the school bus will be escorted by the class teacher to the Bus Supervisor, who will take a register before allowing them on the bus.
- Kidzone Club - Reception and Year 1 children will be collected from Sinai by club staff, all other children should make their own way there at the end of the school day.
- Children not collected by the end of their school day will be taken to the school office where their parents will be phoned.
- Please ensure that if your child attends any after school activities at South Manchester Sports Club, you have made arrangements for them to be escorted across. It is not the school's responsibility to escort children.

PLEASE BE AWARE THAT ONCE A CHILD IS WITH THEIR PARENT OR CARER, THEN THE PARENT OR CARER IS RESPONSIBLE FOR THEIR BEHAVIOUR AND SAFETY.