



## Safeguarding arrangements for children:

### Arrival and Departure from School

The Senior Leadership Team monitor the safeguarding arrangements for your children, and this includes their arrival at school and when they leave at the end of the school day.

Please read the following information regarding arrival and departure procedures, as it reflects our current school policy. If you have questions regarding the operation of this policy please speak to a teacher in your child's Year Group.

#### Hungry Caterpillar's Breakfast Club 7.45 a.m to 8.45 a.m

#### **Parents or Carers must see children safely into breakfast club.**

*Not all children who use this facility are regularly booked in, therefore we have no mechanism to accurately inform parents or carers if they have failed to arrive safely. Parents must not drop children in the Car Park, or roads around school. For your information the earliest 'Request for an Explanation of Absence phone call' (First Day Contact) will be made at 9.15am after registration has closed.*

#### School arrivals – opening and closing gates to permit entrance onto site

School gates to KS1 and 2 playground open at 8.30 a.m and closed at 8.45 a.m

School gates re-open at 3.05 p.m and close at 3.40 p.m

A member of staff will be present on the playground. Their purpose is not to supervise all pupils but they act as a friendly face and a point for parents or carers to ask questions or share concerns.

**All pupils remain the responsibility of their parents and carers until they enter school at the start of the day, as per the times below. Families should ensure appropriate supervision for their children until this point, and also at the end of the day. *This must be an appropriate individual aged 16+ for children in all year groups, apart from Year 5 and Year 6.***

#### Year 5 and 6

Should the parent or carer wish their child to walk to and from school unaccompanied in Years 5 and 6, then a permission form must be completed which is available from the office.

#### Y5 and 6 Early Morning Learning Club

During the term children are invited to an "Early Morning Learning Club" which takes place from Tuesday – Thursday at 8.30a.m in Y5 and 6 classroom. Parents are informed of this opportunity.

We are committed to keeping children safe at Zetland Primary School.

## For Nursery (EYFS 1) and Reception (EYFS 2)

Collection/dropping off of children into the classroom are supervised by EYFS staff. Staff are available to talk to at the start and end of every session if required.

### a.m session:

Nursery gates are open at 8.45 and are closed by staff at 9.a.m

Nursery gates are re-opened at 11.30 are closed by staff at 11.45 a.m

### p.m session:

Nursery gates are open at 12.30 p.m and are closed by staff at 12.45 p.m

Nursery gates are re-opened at 3.15 p.m are closed by staff 3.45 p.m

*Gates are closed when the last child enters or leaves if earlier than the times above.*

### ***Times of the day***

#### ***For Receptions (EYFS2), Key Stages 1 and 2:***

Morning Session	8.40 a.m. - 12.15 p.m.
Afternoon Session	1.15 p.m. - 3.10 p.m.
Lunch time	12.15 to 1.15 p.m

#### ***For Foundation Stage Nursery (EYFS1)***

Morning Session 8.45 a.m. – 11.45 a.m.

Afternoon Session 12.30p.m. - 3.30 p.m.

### **Departures (collection of children)**

**From Nursery to Y6 all children are handed over to the person collecting by a member of staff unless Y5 and 6 have a permission form completed to enable them to walk home unaccompanied.**

Children not collected in this manner (e.g late or by specific arrangement) are brought to the ICT Suite and office area where a member of staff is on duty. Children are handed over by a member of staff to the person collecting from this point

If a parent/carer is unable to collect a child and the person collecting is not known to school then a handover will only take place if a password is used. The school office must be informed of this password by the parent/carer and the person collecting must inform the member of staff of the same password provided.

If we are unable to identify the person collecting the child would be brought back into school and parents contacted.

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## Absence

If your child(ren) are absent please inform school asap. If we have received no prior contact we will contact you at 9.15am to ensure your child is safe. We contact the parents of children in our older classes first.

Children arriving late (once gates closed at 8.45a.m) go to the main office must be accompanied by an adult. A reason for lateness is then recorded.

## Variations to this Policy

Special arrangements are occasionally made for individual pupils. This will be done with the agreement of the Head teacher.

Simon English

Head Teacher

Reviewed June 2016