

Scalford Church of England Primary School

Policy and Procedure for Supervision Before and After School

School Hours: School starts at 9.00 am and School finishes at 3.15 pm

Before School

School Lane is very narrow and therefore hazardous when busy with pedestrians and traffic, so with this in mind we open our school gate from **8.45 am**. Please ensure your child is supervised until **8.55 am**, which is when the bell will ring. It is not safe to allow children to play on the school playground equipment at either the beginning or the end of the school day.

School will take responsibility for children from **8.55 am**, however before then there will be no formal supervision of the playground. The member of staff on the gate, from 8.55 am will meet and greet parents and carers and monitor vehicle movements during busy times.

The purpose of the bell ringing at 8.55 am is to allow time for children to line up, enter their classrooms and be ready for registration at **9.00 am**. The school gate will be locked at 9.00 am. Late arrivals will need to buzz the office to gain entry and will need to visit the office to sign their child/ren in.

After School

School finishes at 3.15 pm. The school gate will be opened at **3.10 pm** (once again to ease congestion on School Lane). School will be responsible for all pupils until they have been collected by their parents/carers.

Base One pupils will only be allowed to leave their classroom once their respective adult has collected them.

Base Two pupils will remain with their class teacher, outside their classroom (near Base Two window) until collected.

Base Three pupils will be allowed to leave their classroom independently with the expectation that they will remain within the playground until collected. They are expected to not play on the equipment and act sensibly and responsibly. If any child is given permission to leave the school playground and **not** be collected by a parent/carer we will require a written letter from their parent/carer.

We will always follow this procedure unless parents/carers have specifically made alternative arrangements.

Any changes to collection of children must be reported to the office.

As soon as the children are in the care of their parents /carers the school no longer has a **duty of care** and it is the responsibility of the parent /carer to keep their child safe.

If parents/ carers are unavoidably late, children who are not collected by **3.25pm** will be taken back into school (or in the case of Base One, remain in school) and parents/carers will be contacted.

Taxi Drop-off and Collection

The taxi driver will be responsible for the children which he/she has transported, following the above policy.

This policy has been written under the guidance of Leicestershire County Council, Health, Safety and Wellbeing Advisor (2017) and in consultation with the Staff, Governors of Scalford School and the taxi company who provides school transport.