

Beginning and End of the School Day Policy

Times and Procedures

All Children 08:50 - 12:00
 13:00 - 15:20

Morning Break (LKS2) 10:15-10:35 & (F/KS1/UPKS2) 10:35 - 10:55

Afternoon Break 14:05 - 14:15

Staff on duty in the morning should be in at the gate by 08:40. Children are not allowed in to school until this time.

Before School

- Timetabled staff will open the gates at 08:40 and close them at 08:50
- Children should enter through their designated gate and make their way to their cloakrooms and into the classroom, staff must ensure that children do not go back out of the gate once through.
- Teachers will have already outlined what the children should be accessing/completing when entering the classroom.
- Further TAs/Teaching staff should be available if any child requires reasonable adjustments to the access arrangements.
- Parents should leave their children at the school gates, parents with messages should be directed towards the school office.

Playtime

- During fine weather, both FS/KS1 and KS2 may play on the field at playtime and lunchtime. On these occasions, both FS/KS1 and KS2 duty teachers will be present.
- In poor weather, such as rain, KS1 classes will stay in their own classes and the FS/KS1 duty teacher/TAs will circulate to ensure good order, whilst the children are supervised by at least two pupils from Year 6. All KS2 classes will spend the break in their classes, supervised by the KS2 duty teacher/TAs. They must be occupied with quiet activities.

End of the Day

- The 'Red' Book procedures must be followed.

[Revised and Adopted Spring 2024]
End of Day Procedures

These procedures are to be followed by all class teachers as a matter of safeguarding policy. Any changes to the procedures must be authorised by a member of the SLT.

All class teachers from Foundation Stage up to Year 6 will accompany their class out at the end of the day. School finishing times are 15:20.

Children will finish classwork close to this time, collect their belongings, and line up ready to be escorted to the front of School.

Children should be at the front of School by 15:20 (Infants) and approx. 15:25 (juniors).

Classes must be lined up at the end of the day.

The class line must be controlled and disciplined in a way the class teacher is able to escort children to their destination without losing sight of the whole class. The lines must be organised allowing groups of children who can be taken to their appropriate destinations.

Where TAs are available, they must be spread out along the class line, or used to escort groups separately.

Class teachers may decide to either:

- drop off children at the Before and After School Club, RAFA kids or for other clubs in the hall on route to the front of school, but children must not be left unsupervised,
- or
- the whole class should be taken to the front of school together, children going home with parents dismissed, then clubs and BASC children escorted appropriately. Children should stay in their line and be dismissed one at a time to parents/carers. Staff must ensure a parent/carer is seen before dismissing the child. KS2 children may walk home if permission is given in the 'RED'.
- Any discrepancies to the 'RED' should be followed up with the admin staff before children are dismissed.

The 'RED – Register - End of Day'

The 'RED' must be left in the school office at the end of the day.

Office staff will update any changes if messages have been received by parents, and update the club's registers.

The 'RED' will be sent down to classes in the clear boxes in the afternoon.

Teachers must have the 'RED' with them at the end of the day when escorting children to their parents.

The RED must contain:

1. These instructions
2. A register of all of the children in the class containing:
 - The days they attend BASC (Before and After School Club)
 - How the children go home on each night and who will collect them
 - The days on which, and the additional clubs the children attend
 - Any additional changes.

These registers will evolve and change during a term, but must be kept up to date. Any information found on post-it notes must be transferred into the 'RED' book at the earliest opportunity.

Weekly registers should be kept until the end of the academic year.

It is the class teacher's responsibility to ensure the BASC children in their class get to the BASC club where a member of the BASC team will take responsibility.

It is the class teacher's responsibility to ensure the children in their class who are listed to attend a club are taken to the hall where the club leader will take over responsibility. Children are not to be left unsupervised in the hall.

If a child states they are not going to a club, but walking home/being collected, this is not to be permitted unless:

- Message/letter has been received from parents
- A discussion with parents at the gate (please reinforce parent's responsibility to contact school in the future)

- Parents have been contacted by phone to check

If none of the above can be checked, the child must attend the club and under no circumstances must the child be allowed to leave the premises.

After School Clubs

It is the responsibility of the club organiser to:

1. Ensure their club register is stored in the school office.
2. Collect their club register from the school office prior to the start of their club.
3. Meet the children for their club in the school hall and complete the register.
4. Any missing children must be accounted for. (other children are not to account for their peer's absence)
5. The register must then be sent to the School office where if a child is still absent, the office staff must chase the reason for nonappearance. This must be treated as a priority task.
6. (please note – the office is a very busy time at the end of the day. If you are a member of staff within the vicinity of the office at this point, please assist with locating the child).
7. A member of the safeguarding / SLT team must be contacted if a child is unaccounted for and appropriate safeguarding procedures undertaken.

Failure to follow the procedures within this document will be dealt with following the school's disciplinary policy.