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**DUNHOLME ST CHAD'S CHURCH OF ENGLAND PRIMARY SCHOOL**
**INFORMATION LEAFLET 1**
**SAFEGUARDING CHILDREN – School Day Procedures from September 2021**

Together we take responsibility for the safe transition, on a daily basis, between home and school. Please work with us to maintain routines to ensure all children are safe and secure throughout the school day.

**Start of the day – Whole School**

- From September we will continue the routine for children to arrive and walk straight to their classroom to start the school day. **The school gates will be open from 8.50am and close at 9.00am.**
  Parents of children in reception, Y1 and Y2 are asked to come onto the KS1 playground where staff will meet and greet children as they enter the school building.
  Parents of children in KS2 are welcome to come into the KS2 playground (to ease congestion) but all children are encouraged to walk into school independently and follow the path round to their classroom as swiftly as possible.
- Children should arrive no earlier than 8.50am at which time the gates will be open. Parents should ensure children walking to school unaccompanied do not arrive before that time.
- On arrival children and adults should **enter the school grounds using the pedestrian gates.**
- Children are expected to walk into school.
- Cyclists and pedestrians must enter the school grounds through the pedestrian gates. **Cyclists and scooter riders must dismount prior to entering the school grounds.**
- Late arrivals should enter the school site through a pedestrian gate and report to the school office.
- **Dogs are not allowed on site unless an assist dog. If you are taking the opportunity to walk your dog on your way to school, please do not leave your dog unattended.**
- Adults are asked not to smoke on the school site nor in the vicinity of the school. **The school operates a non-smoking policy on site.**

**End of day procedures - Whole School**

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| • **Reception collection 3:20pm ( KS1 Playground)** |
| • **KS1 Collection 3:25pm ( KS1 Playground)** |
| • **KS2 Collection 3:30pm ( KS2 Playground)** |

- The playground is a collection point and children, once re-united with the responsible adult, should remain under his/her supervision and safely leave the school grounds.
- Parents are politely asked to ensure their **pre-school children** or **younger siblings** remain with them at all times in the interest of Health and Safety.
- We expect children in Reception, KS1 and lower KS2 to be collected from school by a named adult.
- As children move into upper KS2 parents may decide that their child is sufficiently mature and responsible to walk home unaccompanied. Please complete the alternative collection arrangements form available on the school website and update the pupil information form and return to the school office.
- If an alternative arrangement is made on a particular day as a 'one-off' please inform the school office.
- If the parent /carer is running late, there is an emergency or arrangements need to be changed at short notice the school office should be contacted and action agreed.
- In the event of an adult not being on the playground to collect a child as previously arranged, we expect the child to remain with the class teacher and then return to the school office so that we can contact parents. In such an event, pupils should not leave the school premises. It is helpful if parents reinforce this arrangement with their children.
- Children must not leave school without informing a member of staff that their responsible adult has arrived.
- If you arrive to collect your chid/ren with your dog, please do not leave your dog unsupervised. Your child's class teacher will bring your child to you but this will be after the rest of the class have been dismissed.

**End of day procedures – Reception and Key Stage 1 (Y1 and Y2)**

- Reception and KS1 parents should wait in the playground
- Parents should assemble as follows:

  - Reception near to the tall green fence by the Reception class gate
  - Year 1 on the boundary of the playground along the blue wire fence
  - Year 2 on the boundary of the playground in front of the grassed area

- Reception children will be released from class at **3.20pm and adults must be ready to collect on the playground.**
- Year 1 & 2 children will be released from class at **3.25pm and adults must be ready to collect on the playground.**
- Staff will dismiss children 'on sight' of the responsible adult.
- **Pre-school children** must be supervised at all times
- Children not collected will stay with the supervising adult and be taken to the school office. The school office will endeavour to contact parents / carers.

**End of day procedures – Key Stage 2 (Y3,4,5.6)**

- **The class teacher will supervise dispersal of their class from the KS2 playground at 3:30pm.**
- KS2 children with reception/KS1 siblings should wait with the duty teacher and should not cross the car park to enter the KS1 playground.
- Adults are asked to wait on the edge of the playground and avoid blocking the gate.

**Car Park**

- Please note that the school car park is for staff and visitors only. Parents/carers are asked not to park in the carpark or in front of the school gates at any time in the interest of health and safety.

**Blue Badge Holders**

- Blue badge holders are permitted to use the car park but must register their vehicle with the school office by showing a valid blue badge.

**After School Clubs**

- Children attending clubs will be dismissed from the main school entrance by the adult responsible for the club at the designated time.

**Kids' Club**

- Children attending Kids Club for the morning session will be supervised and go straight to their classrooms at 8.50am.
- At the end of the day a member of Kids' Club staff will arrange for the collection of reception and KS1 children attending Kids' Club from classroom. KS2 pupils make their own way to the hall internally. It is helpful if your child knows the days they attend.
- Parents must inform Kids' Club staff directly if they wish to make changes to their regular sessions.
- Kids Club staff will meet and greet parents. School staff are not permitted to allow parents of pupils attending Kids Club to access the school building.

**Communication**

- Please communicate directly with the school office regarding urgent messages or adjustments to start and end of day arrangements.
- Please communicate directly with Kids Club regarding bookings and adjustments to arrangements
- If you need to talk to the classteacher please contact the school office and the teacher will be informed. Alternately email the classteacher directly.

**Monitoring and Review**

These procedures are subject to ongoing monitoring and review. The school's Health & Safety policy is reviewed annually and a Health and Safety audit takes place together with appropriate risk assessments. Please report health and safety issues to the school office or see Mrs Ruff in the first instance.

The designated safeguarding officers are Mrs Patricia Ruff and Miss Sara Bradshaw who you should contact if you have any concerns regarding risks to children. Mrs Esther Watt-Jones is the designated safeguarding governor. September 2021