



Handover of children at the beginning and end of each day (including School Events)

At the beginning of each school day, staff will be on the playground from 8.45am. Children are expected to arrive in school between 8.45 and 9am. Parents / carers hand children over to the care of staff from 8.45 onwards on the school playground. Should any parent or carer have the need to talk to a member of staff regarding their child or children, they should speak to a member of staff on the playground in the first instance.

Children who come to Breakfast Club should enter the school by the side door into the Learning Zone, where they will be handed over the member of staff who is taking responsibility for the children that morning. A register is taken of children who are in school for Breakfast Club between the hours of 7.30 and 8.45am.

At the end of the school day, children from Class 2 and 3 will be escorted from the back of the building by their class teacher and handed over to parents or an agreed family member. Children from Class 1 will be seen out of school by the class teacher and handed over to parents or an agreed family member. Where a family member is not the designated person to pick up your child, you will need to have informed us in advance of the agreed person and agreed a set procedure for the handover.

Where a parent or carer has not arrived at school to pick up a child on time, the child will go into After School Club to wait. The Office Manager will contact parents by telephone.

Children who travel by bus will be put on the bus and handed over to the care of the bus driver.

Children who attend After School Club will go straight to the Learning Zone at the end of the day. They will then be in the care of the member of staff responsible for the Club. Parents picking up their child from After School Club should come into school from the side entrance where their child will be handed over to them by the member of staff.

Where we have school events such as discos arranged by either the school or FROGS, we will still adopt the same school procedures. A register of children attending the event will be in place and a member of staff will be responsible for ensuring children are handed over to a parent or family member. No child will be handed over to another adult without prior arrangement. Parents are asked to wait for children outside school where children will be brought to them.