



## Barrow Hedges Primary School

### Start and End of Day Policy and Procedures

#### Aims

To ensure that arrangements at Barrow Hedges Primary School support the safeguarding of all pupils as well as their personal development and wellbeing.

#### Start of the day

The school gates (at Harbury Road and Radcliffe Gardens) are opened at 8.30am, with a member of the Senior Leadership Team and/or Administration Team at each gate. Children go directly into their classrooms. The gates are locked at 8.40am. Any child not in class at 8.40am for registration will be marked as late. We ask that children in Year 4 and below are supervised until they have entered the school when gates open at 8.30am.

Caterpillar Nursery start time is 8.45am and the Nursery gate opens at 8.45am and locks promptly at 8.50am. Nursery parents need to exit via the Harbury Road path as all other gates will be locked at 8.40am. Tadpole Nursery start time is 12.15pm and the Nursery gate opens at 12.15pm and locks promptly at 12.20pm.

Please be mindful that staff on the gates are there to ensure that children are safe and so they won't therefore be able to spend time engaged in too much conversation. Please do make an appointment with the office should you wish to raise a query or concern.

Only parents of Nursery and Reception children are permitted to come into the school playground to drop their child into class. In order to support transition into Year 1, we do welcome Year 1 parents/carers in to drop their child at the Year 1 area for the first few weeks of the school year. We write to Year 1 parents at the beginning of the academic year to confirm the timescale for this. All other children should say goodbye at the gate.

#### Arriving late

It is imperative that late arrivals report to the school office to register, accompanied by a parent/carer. You will be asked to provide the reason for lateness. We monitor attendance and punctuality closely and should either become an issue then parents are notified as per our Attendance Policy.

#### Reporting absence

If your child is unable to attend school, then please email the school by 8.00am on [office@barrowhedges.com](mailto:office@barrowhedges.com). Alternatively, you can phone on 020 8643 4428 Option 1.

The office is very busy at this time so we ask that you do use our 'absence line' (option 1) rather than opting to speak to the office on the phone, unless of course it is absolutely vital.

We ask that parents do not rely on their child(ren) to pass on messages (to teachers or to the office) about appointments, holidays, non-attendance at clubs. We must receive such information from parents either by telephone, email or in person to the school office.

## **End of the school day**

The following is in place for the end of the day:

Gates are opened at 3.00pm so that parents can enter the playground to collect their child at 3.10pm when school finishes. Afternoon Nursery (Tadpole Class) ends at 3.15pm.

## **Dismissal of children**

In setting our protocol for the collection of children from school, we have taken advice and guidance which states that it is for each school to decide and enforce its own pupil collection policy.

All pupils are dismissed only to a parent, carer or nominated adult (whose name and contact details have been provided to us and are recorded on our school management information system).

There are occasions when a different person from usual may need to collect a child from school. We will only dismiss a child to an alternative person if we are advised in advance. Please ensure you advise the school office by no later than 3pm on the day of collection. Messages received after this time cannot be relayed and your child will be taken to the school office or after school club, Hedgerows at a charge. We will never release a child to any person collecting who is under the age of 16 years.

Reception children are dismissed from the doors leading out to the Reception garden.

Year 1 & 2 children are dismissed from classrooms into lower KS1 playground. For Year 1, each class exit through the gate to/from the Year 1 wooden fenced area.

Pupils in Years 3 and 4 are dismissed from their classrooms onto the playground. Maple Class are brought to the top of the stairs at the back of the main hall for dismissal.

Year 5 children are dismissed at the top of the stairs by the back of the main hall.

Children in Year 6 are brought by their teachers to the top playground (netball court) and are dismissed from there.

All teachers will ensure that they have sight of the collecting adult and will not let a child leave their care unless they do so. The exception to this is the receipt of written permission for Years 5 and 6 children to walk home alone (see below).

Children who attend Beanos are collected by their members of staff at designated collected points.

Children are closely attuned to their parents' attention and although parents may be physically present, if attending to their smartphones, they will be distracted and less responsive. For this reason, we ask that parents refrain from using their phone at pick up and drop off, unless in the event of an emergency.

## **Concerns relating to an adult who is collecting**

- If the person picking up a child is, in the judgement of staff, impaired (under the influence of drugs or alcohol) and unable to adequately care for the child, the staff will not release the child to that person.
- The child will be taken to the school office and a member of the Senior Leadership Team will offer to call a relative or friend to pick up the person and child.
- If no contact can be made, then Children's Services will be contacted for advice.

## **Permission for children to walk home unaccompanied**

If a parent/carer gives consent for their child to walk home unaccompanied by an adult, then the school must receive this consent in writing. This will be added to the child's school records and the teacher made aware. Given the following guidance for schools, we only permit children in Years 5 and 6 to walk home unaccompanied.

## **Guidance on children walking home alone**

There are no laws around age or distance of walking to school. A family's guide to the law states:

*"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school."*

Parents are legally obliged to ensure their children get to school and attend regularly, but this itself does not disallow independent travel. We are also mindful of NSPCC advice on road safety which states:

*"Children under eight can't judge the speed and distance of moving vehicles. They still need help when crossing roads."*

Appendix 1 provides further advice for parents on children walking home alone.

The school is not responsible for a child's safety on his or her way home. However, as a school, we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring their safety. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

## **Collection during the winter months**

Between October and March, due to the dark evenings, we do not permit children to walk home alone from any after school club – these usually finish at or around 4.15pm. All children must be collected by an adult from any of our after school activities during the 'daylight saving' months.

## **Late Collection/Uncollected Children**

It is the parent/carer's responsibility to inform the school if they are going to be late.

In the event of a child not being collected at the end of a session, the school wishes to cause as little distress as possible to the child and to the family. At the same time, the school needs to ensure the health and safety of the child is not put at risk. If a child is not collected at the end of a session the procedure will be as follows:

- The register will be checked for any information regarding collection of the child
- If no information is available, attempts will be made to contact parents/carers at home or at work as appropriate.
- If the above is unsuccessful, attempts will be made to contact emergency numbers on the registration form.
- Attempts will be made to contact the parents/carers by any other reasonable means.
- The child will be looked after in our after school care, Hedgerows, until a nominated adult arrives at school. A charge of £7.50 will be added to your ParentPay account.
- As Hedgerows finishes at 5pm, if the child has not been collected then we will contact Children's Services and/or the police for further advice.

### **Access to school**

Please note parents are not permitted to drive down the school drive and use the staff car park unless authorised to do so in the event of a medical emergency with your child. We ask that parents and children use the path (adjacent to the school field) when walking to the main entrance, rather than the driveway, as this is much safer.

## Walking Home Alone

We advise parents to think about whether your child is ready to walk to and from school and assess any risks associated with the route and your child's confidence. In deciding whether your child is ready to walk to school you should assess any risks associated with the route and your child's confidence. Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness.

There are lots of ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently. Walking to school is a great opportunity to learn road safety skills. The best way to do this is to walk with your children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and self-assurance to deal with traffic and way finding on their own, in preparation for walking with friends or alone when they are older.

Teach your child to:-

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Always cross at the intersection where there are traffic lights; do not cross in the middle of the road. Alternatively, cross in a place where you can see clearly in all directions. Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming and cross while keeping an eye on traffic.
- Wearing hi-visibility clothes.
- Look out for cyclists.
- Remember that drivers may not see a child, even if the child can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.
- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour.) If that person tries to convince the child to go with him or tries to physically get close, then scream, "Help! This is not my dad!" or "Help! This is not my mum!" and run away. If they grab them, tell your child to kick, punch, and hit as hard as they can.

When deciding whether your child is ready for this responsibility you might want to consider the following:

- Do you trust them to walk straight home?
- Do you trust them to behave sensibly when with a friend?
- Are they road safety aware?
- Would they know what to do if a stranger approaches them?
- Would they have the confidence to refuse to do what a stranger asked?
- Would they know the best action to take if a stranger tried to make them do something they didn't want to do (scream, shout, kick or fight)?
- Would they know what to do if they needed help?
- Would they know who best to approach to get help?

If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own.