

## **SPARSHOLT C OF E PRIMARY SCHOOL**

### **ARRIVING & LEAVING SCHOOL POLICY:**

#### **Policy and Procedures for children leaving school at the end of the school day.**

#### **KEY PRINCIPLES**

- Class Teachers are responsible for the orderly leaving of pupils from their classrooms.
- Class Teachers must be sure that pupils' leaving arrangements are SAFE.
- Class Teachers will not allow children to leave with unknown persons.
- Pupils in Maple, Rowan and Oak Classes will only be allowed to walk home alone within the village with written and on-going permission from parents and agreement from school that it is appropriate and safe to do so.
- Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent on or before the day

#### **RESPONSIBILITIES**

##### **Teachers**

1. Teachers will supervise pupils on the premises from 8.30am.
2. Teachers will register each pupil's going-home arrangements each day
3. Teachers will dismiss their pupils from their classrooms into the charge of a recognised parent, carer or responsible adult who is accompanying the child to their home.
4. In the case of Willow and Beech Classes, teachers or LSAs will hold their children on the platforms until they see the appropriate adult.
5. We expect Maple, Rowan and Oak Class' pupils to be responsible. They may be dismissed from the classroom door and should remain on the playground until a parent, carer or responsible adult is present.
6. Pupils who are leaving by the school coach will be sent to the IT Suite via internal corridors and will wait for the bus duty teacher.
5. In addition, teachers will risk assess individual circumstances where extra supervision is thought necessary.

##### **School Admin Officers**

1. Admin officers will check all pupils' going home arrangements and confirm with parents if pupils are unsure
2. Admin officers will be vigilant that pupils are not leaving the front entrance unaccompanied.

##### **Parents**

1. Parents should ensure that pupils do not arrive at school before 8.30am.
2. Parents are expected to make it clear to their children the arrangement for collection and travel home each day
3. Parents are expected to telephone or email the school office, on occasions when this arrangement is changed.

4. Where there is any doubt teachers will hold the child in school and inform the headteacher or senior teacher who will take responsibility for the child and seek clarification by telephone.
5. Parents who are collecting their children will park sensibly if arriving by car and walk to the school playground.
6. When parents receive their children it is their responsibility to supervise their children as they leave the school site. The school takes no responsibility for accidents incurred on school apparatus in the playground after handover.
7. Parents are expected not to move their cars when the children are walking to and from the school bus
8. Parent drivers are expected to return to the car park promptly so as not to block others from leaving.

### **Children**

1. Children are expected to know their going-home arrangements each day.
2. Children are expected to leave with the known adult promptly and sensibly.
3. Unaccompanied children should not use any of the school's climbing or play equipment after school.
4. Children will be made aware through assemblies and safety lessons of the danger of the car park and will be expected to be under close supervision by their parents at all times.

### **Bus Children**

1. Bus children will wait for the duty teacher in the IT suite as they collect the bus register and high viz jacket.
2. The teacher will check the register and confirm any discrepancies with the Admin Officer
3. When the coach arrives the teacher will lead the children to the safe walking hatched pathway. After crossing the car park on this walkway, they will wait by the post box whilst the teacher checks for movement of cars in the road and when safe will give the signal to cross the road.
4. The teacher will then ensure that all children are safely seat belted on the bus.
5. When the teacher steps off the coach the children become the responsibility of the coach company and Hampshire Educational Transport. The teacher will then return to the hall for final tidying and locking up.

### **Club Leaders**

1. Club leaders have responsibility to ensure that all attending pupils are handed over to the agreed parent, carer or responsible adult .
2. Club leaders must personally alert the school office if there are any children whose parents are late. In no circumstances will children be left alone to wait for their parents.