

The Hawthorns Primary School

Autumn 2020

Procedures for start and end of day (for release of children)

Start of day:

Staff are ready to take responsibility for children arriving from 8.45am. **Until this time, parents are responsible for the welfare of their children.**

KS1: Children are welcomed into school between 8.45am and 8.55am. Y1 and EYFS will be met at the door. Y2 will line up by the stage to be escorted into school by their teachers.

KS2: Children are welcomed into school between 8.45am and 9.00am.

Year 3 Blackbirds: will enter by Blackbirds back door

Year 3 Goldfinches: will enter by Year 3 fire exit

Years 4, 5 and 6 will go straight to their classrooms from the back playground.

End of day:

EYFS: At **3.20pm** the children will be sent out one at a time directly to their parent/carer – EYFS area

Year 1: At **3.30pm** the children will be sent out one at a time to be collected by parents/carers – front playground

Year 2: At **3.25pm** the children will be sent out one at a time to be collected by parents/carers – front playground

Year 3: At **3.30pm** the children will be sent out one at a time to be collected by parents/carers.

Blackbirds – from blackbirds back door

Goldfinches – from back playground

Year 4: At **3.25pm** the children will be sent out one at a time to be collected by parents/carers – back playground

Year 5: At **3.20pm** the children will be sent out one at a time. If you are happy for your child to walk home alone, this must be put in writing to the school office. Otherwise children will be told to wait with their appropriate adult until they are collected.

Year 6: At **3.30pm** the children will be sent out one at a time. If you are happy for your child to walk home alone, this must be put in writing to the school office. Otherwise children will be told to wait with their appropriate adult until they are collected.

Parents can come in and wait in the playground at pick up time, as they normally do. However, they must adhere to the 2m social distancing guidance at all times, whilst on the school site.

Children must be dropped off and picked up by only one parent/carer.

Where required, **older siblings** will be brought round to the front playground by a member of staff.

Children attending Energy Kidz After School Club (ASC)

- Energy Kidz sends a list to school every day, informing the school which children are attending. This list will be sent to classes that include children going to ASC in the afternoon register. **It is the teacher's responsibility to ensure that all members of staff in that classroom know which children should be attending.**
- Children are collected from their respective playgrounds by Energy Kidz staff. EYFS, and Years 1-4 will be escorted to ASC staff. Years 5 and 6 can make their own way there.
- The children will be escorted through the church gate and into the church. The gate is locked to parents; Energy Kidz have the code.
- If a child is not on the daily register but arrives on the playground expecting to attend, they must return to the school office/class teacher. The school is responsible for contacting the parent to either arrange collection or for them to attend Energy Kidz.