



OVERFIELDS PRIMARY SCHOOL

Safeguarding arrangements for children:

Arrival and Departure from School

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This policy has been reviewed annually	

The Senior Leadership Team monitor the safeguarding arrangements for your children, and this includes their arrival at school and when they leave at the end of the school day.

Please read the following information regarding arrival and departure procedures, as it reflects our current School Policy. If you have questions regarding the operation of this Policy please speak to a teacher in your child's Year Group.

Breakfast Club

Parents or Carers must see children safely into breakfast club.

Not all children who use this facility are regularly booked in, therefore we have no mechanism to accurately inform parents or carers if they have failed to arrive safely. Parents must not drop children in the Car Park, or roads around school.

For your information the earliest 'Request for an Explanation of Absence phone call' (First Day Contact) will be made at 9.15am after registration has closed.

School Arrivals

School gates are opened at 8.30am.

A member of staff from each year group will come out to greet their class and supervise them coming into school via their class door at 8.45am.

All pupils remain the responsibility of their parents and carers till they enter school at the start of the day, as per the times below. Families should ensure appropriate supervision for their children till this point, and also at the end of the day. *This must be an appropriate individual aged 16+ for children in all year groups, apart from Year 5 and Year 6.*

Families are given opportunity to inform us of their arrangements for children in these Years in September of Year 5.

Nursery morning session 8:45am to 11:45am. Nursery afternoon session 12:30pm to 3:30pm

Reception morning sessions 8.45am to 11:50am and afternoon session 12:50pm to 3:00pm.

Year 1 and Year 2 morning session 8.45am to 11.50am, afternoon session 12.50pm to 3:00pm.

Year 3, Year 4, Year 5 & Year 6 morning session 8.45am to 12:15pm,

afternoon session 1:00pm to 3:00pm.

Parents are therefore asked to accompany their child onto site and stay with them until the Year group doors are opened and they enter school.

Absence

If your child(ren) are absent please inform school asap. If we have received no prior contact we will contact you at 9.15am to ensure your child is safe. We contact the parents of children in our older classes first.

School Departures

School gates are opened at 2.50pm. Parents are asked to collect their child(ren) from the playground (reception children are collected from the outside classroom door) where staff hand over children to recognised adults (above 16 years of age). With parents prior arrangement Year 5 and 6 children are allowed to leave unsupervised.

Variations to this Policy

Special arrangements are occasionally made for individual pupils. This will be done with the agreement of the Head teacher.

Mrs Tracy Watson Head Teacher