



St Faith's

Church of England
Infant and Nursery School

Procedures for the Start and End of the School Day

As part of our school's safeguarding review, we regularly check the procedures for children arriving at school and leaving at the end of the day. Here is some important information for you:

Start of the day

- You must ensure that you take your child to the classroom door on arrival. Your child may not walk alone from the school gate, to their classroom.
- Our school day starts at 9.00am, though gates are open from 8.45am. **It is very important that your child arrives at school promptly and ready to learn, every day.** A late arrival affects your child's time to settle in the morning and may impact their learning and their attendance.
- Gates will close at 9.00am. If you arrive after this time, you are late. You will then need to take your child to the school office and sign your child in.
- You are responsible for your child until you hand your child over to a member of staff, at the classroom door. You are responsible for ensuring that your child follows the school rules before school, by not using any of the equipment and by behaving in an appropriate manner.
- If you have a message for the class teacher, this may be passed on at the classroom door. If your class teacher is busy with another child or parent, please either wait, send an email directly to your class teacher(s) or pass the message to the office.
- If an adult unknown to school accompanies your child to school, please ensure that the adult makes themselves known and introduces themselves to the members of staff at the classroom door. This is especially important if this adult is collecting your child at the end of the day, or is going to be a regular visitor to school.

End of school day

- It is **vitaly important** that we know who will or may pick up your child at the end of the school day. **We will not allow your child to go home with another adult if we haven't been notified, even if the adult is known to the school.** School must have *at least* one contact number for parents/carers and *at least two* contact numbers in total.
- At 3.30pm, please pick up your child from the classroom door, unless you have made a prior arrangement with the school office. The school office is very busy at the end of the day and therefore it is not appropriate to pick your child up at the office, simply for your convenience. Exceptions for this may include mobility or health issues but must be pre-arranged with the school office.
- Once you have collected your child from the classroom door, your child is your responsibility. You are responsible for ensuring that your child follows the school rules after school, by not using any of the equipment and by behaving in an appropriate manner.
- If you do not turn up to collect your child on time, a member of staff will call you. **It is very important that you collect your child on time each day.** If you are unable to collect your child at 3.30pm, please make alternative arrangements e.g. by asking someone else to pick up your child (and informing school) or by booking onto our own after school provision, The Fireflies.
- The gates open at 3.20pm at the end of the day. Please do not arrive before this time to collect your child.

Thank you for your consideration in the above matters. If you have any questions, please pop into the school office and ask.