



# Springcroft Primary School

## Beginning and end of day arrangements policy

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**Author/owner: Springcroft Primary School**  
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Approved	Signature	Date

**Our Mission Statement:**  
**The place to learn, the place to succeed, the place to make friends, the place to grow.**

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## Procedures for Start & End of Day (for release of children)

### START OF DAY:

The school day starts at 9am. Children are expected to be in school and ready for registration no later than 9am. School staff are ready to take responsibility for children from 8:50am when the school doors are opened. **Until this time parents are responsible for the welfare of their children, unless children have attended our breakfast club before school.**

At 8:50am the school doors will open and children in Reception are expected to enter via their playground, Year 1 are expected to enter school via their external classroom door Year 2 are expected to enter school via the Year 2 fire door and Years 3-6 are expected to enter school via the rear entrance. On entering the school building children go to the cloakroom to remove their outdoor clothing before going to class.

Class teachers and Teaching Assistants are expected to be in class by 8:50am as children enter to welcome each child for the day ahead.

### BREAKFAST CLUB – START OF THE SCHOOL DAY (7:30AM-8:50AM):

Where a child is booked into our breakfast care, the following procedures apply:

1. Children booked into our breakfast club identified via the wrap around register on Teams.
2. Sessions highlighted **yellow** indicate the children are in attendance (see fig 1 below)
3. Sessions highlighted **white** indicate the children have been booked in but are not in attendance (see fig 1 below)
4. If children attend without a prior booking, staff will add them to the register on Teams and highlight them **green** (see fig 1 below).
5. At the end of breakfast club (8:50am), children are dismissed to their individual classes internally from the school hall. Reception and Key Stage 1 children are accompanied to their classroom by breakfast club staff.
6. The class teacher/teaching assistant completes the school register at 9am. Any absent children will be identified on the school register where the school office will contact parents.

**Green:** Child has arrived for breakfast club without a prior booking

First Name	Last Name	Year Group	Thursday child care:	Thursday child care:	Thursday child care:	Thursday child care:
X	X	Year 1	Breakfast club - 7:30am-8:50am			
X	X	Year 2				Sports Club Multi-sports - 3.30pm -4.30pm
X	X	Year 3	Breakfast club - 7:30am-8:50am			
X	X	Year 4		Wrap around care - 3:30pm-4:30pm		
X	X	Year 5	Breakfast club - 7:30am-8:50am	Wrap around care - 3:30pm-4:30pm	Wrap around care - 4:30pm-5:30pm	

**Yellow:** In attendance/present at wrap around care

**White:** Booked in to wrap around care

Figure 1: Breakfast club register key

END OF DAY:

**Reception:**

At 3.30pm the children are handed over to parents **from the reception class playground entrance**. Children will not be released until a parent is seen.

**Year 1**

At 3.30pm the children are handed over to parents via their classroom external door and are only allowed to leave when a member of staff has seen a parent/carer in the playground.

**Year 2**

At 3.30pm the children are escorted to the top of the KS2 playground and are only allowed to leave when a member of staff has seen a parent/carer in the playground.

**For both Year 1 and 2 we ask for all parents/carers to come into sight on the playground.**

### **Year 3**

At 3.30pm the children are escorted to the rear entrance and come out to the school yard to look for their parents and are only allowed to leave when they have informed a member of staff that their parent/carer **is in the playground.**

### **Year 4**

At 3.30pm the children are escorted to the rear entrance and come out to the school yard to look for their parents and are only allowed to leave when they have informed a member of staff that their parent/carer **is in the playground.**

**We always encourage good communication between parents/carers and staff but please note that staff are only able to speak to parents/carers when all the children have been dismissed. The safety of pupils is our number one priority.**

We also ask that if parents know they will be late then to call the school so we can alert the class teacher. This ensures we know which children are likely to be left behind and also enables us to reassure your child with an explanation as to why you are late.

### **Year 5 & Year 6:**

Children in Year 5 and Year 5 are dismissed from class at the end of the day from the rear entrance onto the school yard to look for their parents. If they are expecting to be collected and no-one is there to greet them they should return to school and inform the school office. A member of staff will then call a parent to confirm collection arrangements. If the school has prior consent from parents, children may walk home.

**Children in Year 5 and Year 6 may walk home if parental consent has been given. Consent is sought through a ParentMail form which is shared with all staff on Teams. A copy of this letter is available in Appendix 1. The safety of pupils is our number one priority.**

### **Wrap Around Care – End of the school day**

Where a child is booked into our wrap around care, the following procedures apply:

1. The children attending our wrap around care **are the responsibility of the Class Teacher** until they are handed over to our wrap around staff.
2. Children booked into our wrap around care are identified via the wrap around register on Teams.
3. Any late wrap around bookings (considered to be 3pm onwards) will be added to the wrap around care register on Teams **AND** telephoned through to/spoken to in person the class teacher to inform them of arrangements by the school office staff.
4. Although unlikely, any children booked into our wrap around care via individual ClassDojo should be added to the wrap around care register on Teams. If bookings are made after 3pm, the school office should be contacted (telephone or in person) to make them aware.

5. Class Teachers **MUST** check the Teams form at 3:30pm to ensure they are aware of the arrangements for the children.
6. The Class Teacher may direct a member of staff to accompany the children to wrap around care and hand them over to wrap around staff.
7. When the class teacher is the only member of staff with the class, the children attending wrap around should join the end of the class line. They are then walked to the exit doors where the rest of the class will be dismissed. Once this has been completed, the class teacher will walk and deliver the wrap around children to wrap around care, handing them over to the wrap around staff.
8. The **wrap around register on Teams is completed by 3:35pm at the latest** by wrap around staff.
9. Sessions highlighted **yellow** indicate the children are in attendance (see fig 2 below)
10. Sessions highlighted **white** indicate the children have been booked in but are not in attendance (see fig 2 below)
11. Sessions highlighted **green** indicate the children have arrived at wrap around club but has not been booked in prior to attending (see fig 2 below)
12. Where clubs are delivered by an external provider, a full register is taken by the club operator. When dismissing the children, Springcroft staff dismiss the children from the room the club is operating from (e.g. coding club is held in Y3 therefore Springcroft Y3 staff hold responsibility of dismissing the children e.g. Y3 Class teacher or Teaching Assistant).
13. Wrap around or extra-curricular staff delivering a club **MUST** make the school office aware immediately if a child is missing from the club. The office staff will inform/contact the DSL/DDSL. In the event that the school office is closed, the issue will be raised directly with the school office.

The above includes all children, regardless if they have permission to walk home or not.

**Green:** Child has arrived for breakfast club without a prior booking

First Name	Last Name	Year Group	Thursday child care:	Thursday child care:	Thursday child care:	Thursday child care:
X	X	Year 1	Breakfast club - 7:30am-8:50am			
X	X	Year 2				Sports Club Multi-sports - 3.30pm -4.30pm
X	X	Year 3	Breakfast club - 7:30am-8:50am			
X	X	Year 4		Wrap around care - 3:30pm-4:30pm		
X	X	Year 5	Breakfast club - 7:30am-8:50am	Wrap around care - 3:30pm-4:30pm	Wrap around care - 4:30pm-5:30pm	

**Yellow:** In attendance/present at wrap around care

**White:** Booked in to wrap around care

Figure 2: Wrap around register key

**Additional Notes for Parents**

Start of Day:

- Parents are responsible for the safety of their children until they enter the school. Our doors open at 8:50am.
- If staff are unable to take messages from parents at the start of day while supervising the children in to school, messages should be given to the school office.

End of Day

- If your child is in Reception through to Year 4 please wait in the school playground for your child. If you wish to establish an alternative arrangement please see your child's class teacher or the Headteacher.
- Children in Year 5 and Year 5 are dismissed from class at the end of the day from the rear entrance onto the school yard to look for their parents. If they are expecting to be collected and no-one is there to greet them they should return to school and inform

the school office. A member of staff will then call a parent to confirm collection arrangements. If the school has prior consent from parents, children may walk home. **Children in Year 5 and Year 6 may walk home if parental consent has been given. Consent is sought through a ParentMail form which is shared with all staff on Teams. A copy of this letter is available in Appendix 1. The safety of pupils is our number one priority.** If your child is in Year 5 & 6 please ensure your child knows your expectations for collection at the end of the day. **If parents do not collect them from the school yard yourself you are still responsible for their safety once they have been dismissed from school.**

- Children who have not been collected at the end of the school day may be sent to the after-school club. Parents will be subject to a charge in these circumstances.
- Where children are not collected by 4pm, and school has not been informed, Children's Social Care will be contacted.

### **Wrap around care drop off/collection**

In the interest of safety, all gates on the school site will remain locked whilst breakfast club/wrap around care is operating.

#### **BREAKFAST CLUB:**

- Children enter the school premises from 7:30am – 8:40am via the gate off the school carpark. Please use the school av intercom to alert staff to your presence. All other gated entrances to the school will remain locked.
- The carpark off Grindley Lane opposite school will be open from 6:30am.
- School staff will open the playground gates (off Grindley Lane and off Ridgeway Drive) for general admission into school at 8:40am and close them at 9am.
- The school bell will sound at 8:50am and children can enter the school until 9am (as per current arrangements)

#### **AFTER SCHOOL CLUB:**

- Children will be escorted to wrap around care by school staff as set out above on page 5 where a register will be taken.
- All gates on the school site will be locked from 3:35pm and remain locked during the entirety of wrap around care.
- Parents/carers collect their child via the gate off the school carpark **av intercom**. On arrival, please call the school on **01782 394793** and select **option 3** to contact our wrap around care staff, who will let you into the premises or meet you at the gate with your child based on your preference.

Staff communicate around the school site using walkie-talkies.

### **Arrangements for collecting pupils**

Parents will be informed, when their child starts school and at the start of every school year, the procedures for collecting the pupils at the end of the school day. If this changes, parent/carers will be informed. Parents must abide by the school's procedures for collection, to ensure that the pupils are dismissed safely.

### **Appointments**

Parent/carers are encouraged to make appointments outside of the school day where possible. However, if a parent/carer needs to collect the pupil early for an appointment, then a copy of the appointment letter/card should be shown to a member of staff in the school office, in advance.

### **Contact details**

It is essential that parents provide the school with a record of their contact details, i.e. names, addresses, home, work & mobile telephone numbers. If possible, parents must also provide the school with the contact details of at least two other relatives/carers who can be called when the parent/carer cannot be contacted or in the event of an emergency. The school will endeavour to keep this record up to date by reminding parents of the need to notify the school of any changes.

### **Persons collecting pupils**

It is not school policy to allow any unknown persons to collect pupils from the school. If a 'new person' is going to be collecting a pupil at the end of the school day, the school must be informed by the parent/carer (with a brief description of the adult who is going to be collecting the pupil). Staff will require a unique password which may enable a smooth transition between the school and this unknown person.

### **In case of illness**

The school does not have nursing facilities so in the case of a child becoming unwell a parent/carer will be contacted to come and collect him/her. The expectation is that a child is collected immediately to meet the health and emotional needs of the child and to minimise the risk of cross infection to others.

### **Managing parents / carers suspected to be under the influence of drugs/alcohol**

School staff will immediately alert the Headteacher or other school leader if they consider a parent/carer is under the influence alcohol or drugs when attempting to collect a pupil.

If the pupil is thought to be potentially 'at risk' or likely to suffer 'harm' by leaving the school premises with the parent/carer, then the school will refuse to hand over the pupil – this will happen if the parent/carer is in no fit state to take charge of the pupil. The appropriate services will be notified immediately, i.e. the police, who have emergency protection powers, and Children's Social Care.

The school's designated person for child protection will record both the incident and any resultant actions taken following the school's safeguarding procedures.

### **Procedures for dealing with children who are not collected at the end of the day**

Springcroft Primary School recognises that it has a statutory duty to safeguard and promote the welfare of its pupils, and that this duty extends to having arrangements in place for dealing with pupils not collected from school at the end of the school day or school activity.

### **School Protocol:**

5-10 minutes	Children to be taken to the school office. A phone call will be made to parents in contact priority order. Children may be sent to after school club.
10-30 minutes	School will continue to attempt to make contact with parents/carers.

30 minutes	If no contact has been made school will inform Staffordshire County Council First Response Team.
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### **Parking**

To avoid the potential problems of car parking on surrounding areas at the beginning and end of the school day, parents are able use the carpark opposite school on Grindley Lane for a short time from 8.40am and from 3:20pm. We do, however, ask that extreme caution is exercised, as it is very busy at peak times. We ask parents/carers to park courteously and respectfully to surrounding properties, avoiding blocking private drives and roadways. No cars enter the school carpark at any time without special permission.

### **Play equipment**

Any children or adults using the play areas before or after school do so at their own risk. Play equipment is not authorized on the school grounds before or after school (bikes, trikes, footballs, etc) in case injury is caused to parents/ carers and children waiting to go home. Those going home on foot or bicycle must walk along the footpaths provided, to the small gates either side of the school grounds.

## Appendix 1: Letter for children in Year 5 & Year 6 to walk home

# Springcroft Primary School



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**Integrity**

**Creativity**

**Resilience**

**Collective Responsibility**

### **Permission for walking home alone**

Dear Parents,

Should you, as parents, feel your child is mature enough to cope with this responsibility would you please complete and return the slip below, giving permission for your child to do so. No child will be allowed to walk home without prior consent from a parent or guardian.

Yours sincerely,

Mr S Drew  
Headteacher

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I give permission for my child to walk home (or to another specified destination) on their own after school.

I have explained to my child the safety aspects of walking home on their own.

I understand that it is the responsibility of parents, and not the school, once my child has left the school premises.

Child's Name:

Class:

Parent's Name:

Signed:

Specified location if other than home: