



KINGSHOLM C OF E PRIMARY SCHOOL

SUPERVISION OF PUPILS BEFORE AND AFTER SCHOOL

Dear Parents/Carers,

As a Governing Body, we understand that Parents and Carers rightly expect the School to take responsibility for their children while in School; however the following policy has been issued to clarify who is responsible and when at the beginning and end of the school day.

As a Governing Body, for Health and Safety Reasons, we recommend that our pupils are brought to and collected from school by an adult.

I hope that this booklet answers all your questions however should you need more guidance, please contact the Headteacher to discuss your concerns.

Yours sincerely,

Nina Hargrave
Chair of Governors

BREAKFAST CLUB



- The Guinea Street entrance opens at 7.30 am to allow parents and pupils to access the Breakfast Club which opens at 7.45 am. Pupils remain the responsibility of their parents until the child has been registered into Breakfast Club from 7.45 am.
- Parents should ensure that registration is completed.
- Access to the site is via the gated entrance on Guinea Street. Due to Health and Safety issues, parents and pupils must not use the entrance by the Site Manager's bungalow.
- Pupils who arrive after the doors to the Breakfast Club have closed at 8.15 am remain the responsibility of parents until the start of the school day.
- Office staff are unable to supervise children who arrive late for the Breakfast Club.

START OF THE SCHOOL DAY



KS1

- The doors to the KS1 classrooms are open from 8.40 am to allow parents to settle their children before registration.
- Registration is at 8.45am.
- Pupils remain the responsibility of parents until the child is in the classroom.
- School staff are not able to supervise children before this time.

KS2

- Three teachers are in the KS2 playground each day from 8.40 am, with a member of staff supervising the KS2 playground gates and someone supervising the KS1 playground gates. The school supervises pupils from this time. Parents remain responsible until staff arrive.
- Registration is at 8.45am.
- Pupils enter the classroom at 8.45 am once the bell is rung.

END OF THE SCHOOL DAY

The KS1 day ends at 3.15 pm and KS2 at 3.20 pm.

- Children in KS1 will be released to parents (or another adult specified by the parent in writing) by the Teacher or Teaching Assistant. Once handed over to the parents, the parent resumes responsibility for their child.
- Children in Y3 will only be released to the parents or a named adult from the classroom.
- In Y4, 5 & 6 all teachers will bring the children out to the playground to meet parents/other adult on the school premises.
- If parents or another adult on the child's contact list are unable to collect the child, the office must be notified, before 3.15/3.20 pm
- As a Governing Body, we believe that every child at Kingsholm Primary School should be collected by a person over the age of 16. If a parent chooses for a younger family member to collect their child we will require written permission. *
- The governing body has agreed that Y6 children may be allowed to walk home alone but parents must give written permission for their Y6 child to walk home from school alone.*
- In exceptional cases where a parent wishes their Y5 child to walk home alone this must be in agreement after discussion with the Headteacher. This must be confirmed in writing by the parent before the agreement can proceed. In such cases it must be noted that the parents have resumed responsibility for their child from 3.15 pm.*
- If you are a parent of a child in Y4 – 6 and you are collecting your child but not from the premises e.g. from a car parked nearby, we require written confirmation of this. Following written notification of these arrangements, we will release your child at 3.15 pm from which time they become your responsibility. The child must return to their teacher if you are not at the agreed meeting point. The Teacher will then resume responsibility and take the child to the School Office.
- Children not collected from school will be taken to the School Office and parents contacted. They will be supervised in the school office until 3.30pm. If they are not collected by then they will be placed in the After School Club for which there will be a charge.

*If you have confirmed in writing that you wish your child to walk home alone, or to be collected by a child younger than 16 years old, then we ask you to ensure that the child knows the safest way home and has a good road and personal safety awareness. We also strongly recommend that there is a person over 16 at home to meet the child.

CHILDREN ATTENDING CLUBS OR ATTENDING SPORTS MATCHES



Unless other arrangements have been made, the adult in charge will be responsible until your child is collected. Please remember staff often need to attend meetings straight after clubs finish.

Children walking home will follow the same procedures as END OF SCHOOL DAY

If you are late collecting your child, you will be asked to register with the After School Club.

On subsequent occasions if your child is not collected promptly, your child will be placed in the After School Club for which there will be a charge.

AFTER SCHOOL CLUB (Cool Kids Club)

KS1 children registered in the After School Club will be escorted to the Club and remain under the supervision of the Club until signed out by the parent.

KS2 children will make their own way to the club as it is situated in the KS2 building. They will remain under the supervision of the Club until signed out by the parent.

Written by	Senior Leadership Team
Policy reference material, guidance or link policies	Safeguarding Policy
Reviewed by	Matt Ferris - Headteacher
Ratified by	Chair of Governors and Headteacher
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