



# **Start and End of School Day Policy**

**Updated: Oct 2022**

**To be reviewed: Oct 2024**

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Farndon Primary School

<b>EQUALITY SCHEME EQUALITY IMPACT ASSESSMENT FOR START AND END OF SCHOOL DAY POLICY</b>		
Staff / Committee involved in development:	Health Safety Committee; Headteacher	
For use by:	Staff, Governors and Parent/Carers	
This policy relates to statutory guidance:	Keeping Children Safe in Education 2017	
Key related Farndon Policies:	Safeguarding Policy Site Security Policy	
<b>Equality Impact Assessment:</b> Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan, and attach.		
Groups:	Yes/ No	Positive/Negative impact
Disability	No	
Race	No	
Gender	No	
Age	Yes	Older pupils have responsibility to walk home alone
Sexual Orientation	No	
Religious and Belief	No	
Gender Reassignment	No	
Marriage & Civil Partnership	No	
Pregnancy & Maternity	No	
Other	No	
<b>Reviewed by</b>	Leadership and Management	
<b>Agreed by</b>	Full Governors	
<b>Next Policy review date</b>	Oct 2024	
A copy of this form, and any related impact assessment form or action plan must be sent to the school office		

**Aim**

The aim of this policy is to ensure that all children arriving at school or leaving the school grounds (and therefore the school's care) at the end of the school day do so safely and in the correct manner as agreed between the child's parents/carers and the school.

### **Start of the School Day**

At Farndon, the pupil entrance side gates open for pupils at 8:45am. A member of staff will be present at both gates to ensure pupils make their way into school safely and to take any messages from parents. Each adult on the gate will have a communication book and before returning back to class they will share the messages with either the class teacher or office staff. Parents can also choose to leave a message for the teacher via the school office.

Parents of children from Squirrels class (Yr 1/2) and up to Kestrels (Yr 6) drop off their children at the gate. Children make their way into the classroom via the corridor doors and go straight into class. A member of staff will be at the classroom waiting to greet them and a table task will be organised for them to engage in as they wait for all their classmates to arrive.

We ask that parents arrive **before 8:55am**. It is at this time that the gate will close. Any arrivals after this time should go to the main office to be allowed entry via the main front door.

### **Reception Pupils and Foxes**

Parents who have a child in Foxes can access the outside area for Pre School and drop off their child at the classroom door. We then ask these parents to then exit via the opposite gate and leave the school grounds down the pedestrian path that is adjacent to the main entrance.

Parents of a pupil within Reception can either drop off at the gate, or they can hand over to a member of staff at the gate of the outside play space. If parents come onto site, they can exit via either gate.

### **Pre-School**

Parents come down the same path as the other children. On arrival, they press the green button at the gate to the Pre-School outside area. This links to the phone within Acorns and a member of staff presses the door release button. Once in the building, they are signed in. Parents are then asked to leave via the opposite gate and leave down the pedestrian path in the morning. If picking up or dropping off at lunch time they enter and leave through the same gate.

### **Leaving the School Grounds at the end of the day**

We ask parents / carers to be prompt, when collecting their child at the end of the day. School finishes at **3:30pm**. The pupil entrance gate is opened at 3:25pm and so to stagger release the Fox's pupils and Reception will open their doors and start to release from 3:25pm. All other classroom doors will open from 3:30pm to release the children to an adult. Should a parent wish to speak to an adult within class at the end of the day, we kindly ask to wait until the children have been collected. With regard to bikes/scooters we ask that they are collected on exit from the school grounds so to avoid them being ridden on the school grounds.

If another adult is to collect a child either temporarily or permanently, we ask parents to contact the school office. If for any reason there is an unavoidable delay, parents are asked to contact the school office (**not via email**) and wherever possible try to arrange for someone else to collect the child.

The school retains the right to seek parental permission before sending home a younger child with someone:

- Who is not known to the school
- When the school have not been informed of alternative collection arrangements
- When the school are not certain that the person collecting the child is over 13
- When the school feels that that they are placing the child in an unsafe situation, e.g. if the person collecting appears to be under the influence of a substance (alcohol/drugs). In this incidence the school retains the right to contact the police or social care.

Parents and carers are asked to meet their children outside of the classroom doors. It is the school's policy that children must be collected by an adult if in EYFS and Years 1 – 4. Reception children are collected on the lower playground. Year 1 are collected from their outside space area. Year 1/2 and Year 2 teachers dismiss pupils through their side doors and ensure they are handed over to an adult on the upper playground. Junior children are dismissed onto either the left upper or right upper playground from their classroom doors. Teachers release the pupils when they see the responsible adult. Children who are registered for FACE are dismissed first and make their way to the hall with an adult. Teaching assistants in the Infants take the children down to where FACE is being held.

If children are attending an after-school club, the children are dismissed at the side gate (not the front entrance and into the car park). An outside light has been installed for when it is dark at 4:30pm. A member of staff supports any outside agency practitioners when handing pupils over to their parents / carers. The club letter states on the reply slip whether they are to walk home (Year 5 and 6 only), be collected or go into FACE.

Where a child has not been collected, a member of staff will bring them to the school office. Firstly, we check if they are in a club or in FACE. If not, we then ring the contacts held on file and the child waits on the chair in the corridor opposite the office.

At the start of each academic year parents/carers of children in Year 5 and 6 will be issued with a letter requesting permission to send the child home without adult supervision.

Returned letters will be kept by the class teacher for reference during the year. Class teachers will inform any supply cover teachers/PPA teachers of children's arrangements to avoid any confusion at the end of the day.

No child will be allowed to leave unaccompanied without a permission letter. Should a child say they are allowed to go home alone who has not returned a letter the school will make every effort to contact the parent/carer. Where this is not possible, then the school may have to call the police/social care as a last resort, if the child remains uncollected. It is the duty of parents to ensure that the school has the most up-to-date contact phone numbers.

Children in Key Stage 2 are ordinarily not permitted to collect and take home younger siblings without parental supervision but school will consider this on a case by case basis, taking into account the maturity of the child and the route home that they would take.

### **Pupils Walking Home Alone**

The school is not obliged to agree to a child walking home unaccompanied by a parent/carer/known adult if we feel it is not in the child's best interests.

There are no laws around age or distance of walking to school. A families' guide to the law states:

"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school."

Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. However, as a school we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

We ask that parents complete a form as an evidence base to show that due diligence has been taken in any decision making.

### **Communication of Policy**

All parents will be informed of the existence of this policy through the first school newsletter each academic year. They will have access to it on the school website.

### **Review of the Policy**

This policy will be reviewed bi-annually and updated where necessary.

Signed

Date:21.01.24

Signed: 

## Appendix A: Walking Home from School



### **Pupils Walking Home Alone From School**

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There is no set age when children are ready to walk to school or home on their own. It very much depends upon their maturity and confidence. Therefore, with regards pupils in KS2, we believe that you as parents/carers need to decide whether your child is ready for this responsibility. We believe that children in Years 3 / 4 should still be brought to, and collected from, school, but in some circumstances can walk home if they are safe short distances.

In deciding whether your child is ready to walk to school you should assess any risks associated with the route and your child's confidence. Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness.

When deciding whether your child is ready for this responsibility you might want to consider the following:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they didn't want to do (scream, shout, kick or fight)?
7. Would they know what to do if they needed help?
8. Would they know who best to approach to get help?

**If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own.**

If you decide that your child is ready for this responsibility, then you must complete the agreement form. Your child will be prevented from walking home unless this permission has been given in writing

**IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE PLEASE ENSURE YOU LET US KNOW IN WRITING IMMEDIATELY.**

### **Walking to and from school agreement**

Child's Name: ..... Year Grp: .....

- I give permission for my child to walk to and from school unaccompanied each day at 3.30pm.
- I understand that my child is my responsibility outside of school hours (walking to and from school).
- I understand that if my child brings a mobile phone to school, it must be handed to the class teacher during registration for safeguarding reasons.
- I have carefully considered the route and believe my child is ready for this responsibility.

Signed: .....

Date: .....

Relationship to child: .....

