



Eccleston C.E. Primary School
Let Our Light Shine

Beginning and End of Day Procedures

Reviewed by Headteacher: Spring 2019

Approved by Full Governing Board: Spring 2019

Review Date: Spring 2021

ECCLESTON C.E. PRIMARY SCHOOL

Beginning and End Of Day Procedures

Beginning of Day

- Parents will be informed that children on the premises before 8.45am remain the responsibility of their parents
- A member of staff will supervise the playground from 8.45am
- All classes will be collected by the teacher or the teaching assistant and taken into school
- All doors will then be locked
- Latecomers will be required to sign into the late book
- Any visiting parents who wish to enter school in the morning will be required to sign in
- The register will be taken by 9.10am. Children arriving after this time will be recorded as late. Persistent late comers will be recorded as unauthorised for the morning session
- Parents are asked to let school know by 10am if their child will not be attending that day. If a child is absent and a phone call has not been received, school will ring home to check that the child is not attending

End of Day

- Key Stage 1 are dismissed at 3.15 pm and Key Stage 2 at 3.30pm
- Children will be escorted out onto the playground by the teacher or teaching assistant
- Year 2 will be escorted out by a teaching assistant at 3.15, as the teacher will need to remain with the year three members of her class until 3.30
- Classes 1 and 2 will be closely supervised and not allowed to leave the building/ Class 1 gate until a parent or carer has arrived. The member of staff supervising will ensure that each individual child has someone to go to before releasing them
- Classes 3 and 4 will be escorted onto the playground by a member of staff, usually their class teacher, and released to parents individually, Staff will only release children to adults they recognise or have been informed of by parents.
- Any parent wishing another adult to collect their child must inform the school by 10:00am on the day
- Any children not collected on time will be closely supervised by a member of staff until their adult arrives
- Key Stage 1 children waiting for a club to begin at 3.30pm need to be supervised by a member of staff