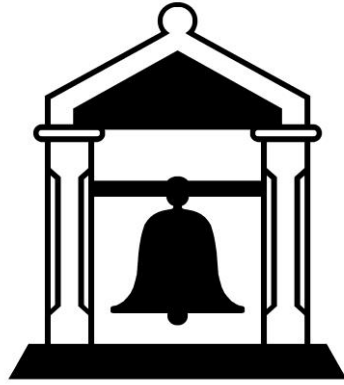




Scalford C of E Primary School

Beginning and End to School Day Information

‘Always try to do our best so that we can shine’

Headteacher: Mrs M Wrightam

School Hours: The school day begins at 8:45am and end at 3.15 pm.

Before School

School Lane is very narrow and therefore hazardous when busy with pedestrians and traffic, so with this in mind we open our school gate from 8.40 am. It is not safe to allow children to play on the school playground equipment at either the beginning or the end of the school day.

A member of staff will meet and greet children, parents and carers from 8:40 and the gate will be closed at 8:45 am.

Children are asked to line up outside their classrooms where they will be greeted by staff. We expect all children to be seated and ready for registration at 8:45am. Late arrivals will need to buzz the office to gain entry and visit the office to register if school registers have closed.

After School

School finishes at 3.15 pm. The school gate will be opened at 3.15 pm. School will be responsible for all pupils until they have been collected by their parents/carers.

Base One pupils will only be allowed to leave their classroom once their respective adult has collected them.

Base Two pupils will remain with their class teacher, outside their classroom (near Base Two window) until collected.

Base Three pupils can leave their classroom independently with the expectation that they will remain within the playground until collected. If any child is given permission to leave the school playground and not be collected by a parent/carer we will require a written letter from their parent/carer.

We will always follow this procedure unless parents/carers have specifically made alternative arrangements.

Any changes to collection of children must be reported to the office.

As soon as the children are in the care of their parents /carers the school no longer has a duty of care and it is the responsibility of the parent /carer to keep their child safe.

If parents/ carers are unavoidably late, children who are not collected by 3.25pm will be taken back into school (or in the case of Base One, remain in school) and parents/carers will be contacted.

If a child has not been collected by 3.25pm, no contact has been made by parents and after school club is in school we reserve the right to charge parents for after school club care.

Taxi Drop-off and Collection

The taxi driver will be responsible for the children which he/she has transported, following the above policy. This policy has been written under the guidance of Leicestershire County Council, Health, Safety and Wellbeing Advisor (2017) and in consultation with the Staff, Governors of Scalford School and the taxi company who provides school transport.