



# **SUPERVISION, ARRIVAL AND DISMISSAL** **POLICY AND PROCEDURES** **PRIMARY SCHOOL**

Owner	Head of Primary
Authorised by	Headteacher and Governors
Dated	Autumn i 2022
Review	Autumn i 2023

## **Related Documents:**

- First Aid Policy
- Lonsdale Pool Risk Assessment and Operating Procedures

## **Contents:**

1. Before School
2. Arrival
3. Classrooms
4. Playtime
5. Lunchtime
6. Absence of Midday Supervisors
7. Dismissal
8. Arrangements when a child is not collected at the end of the school day
9. Primary Extra Time (After School Care)
10. Arrangements when a child is not collected from PET
11. Swimming
12. First Aid
13. Review

## 1. Before School

Breakfast Club is an additional service, offered daily for Primary children between 7.30-8am. This is supervised by staff (Mrs Liddle and Mrs Tudor) and takes place in the Junior Hall. Any children who have attended Breakfast Club are taken to the appropriate playground at 8am. Children who attend Breakfast Club will be charged monthly.

Infants: The playground is supervised from 8am. The gate is supervised closely as well as the children playing on the playground. When the bell rings at 8.30am pupils line up with their class. The Early Years staff collect their classes to escort pupils inside. The Reception classrooms and Infant hall are used if it is wet.

Juniors: The duty teacher supervises children from 8am on the tennis courts. When the bell rings at 8.30am pupils line up with their class and walk to the junior building. The Junior Hall is used if it is wet.

## 2. Arrival

Primary pupils may arrive at school at any time between 8am and 8.30am.

The infant children enter the school via the Pastures Hill entrance and are supervised on the Infant playground unless it is very cold, wet or dark, then they go into classrooms or the infant hall.

The junior children enter the school via the Hillsway entrance and are supervised on the tennis courts (weather permitting) until the bell rings. The Junior classrooms are available from 8.00am, if required. Staff are on duty for supervision from 8.00am.

For Health and Safety reasons parents are asked to drop their children off at the gates and remain outside of these areas. Staff on duty monitor the gates and the playground. We request that parents are respectful to ensure that conversations with staff are short, preventing long distractions from supervising the pupils sufficiently. We encourage parents to place messages for staff in book bags or send emails directly to the class teacher.

At 8.30am, both Infant and Junior children line up and enter the school a class at a time.

Exceptions: Families with children in infants and juniors may drop off their infant children first and direct the junior-aged child to walk down the central steps to the tennis courts.

## 3. Classrooms

We follow the EYFS statutory framework for ratios within Early Years that states:

*For children aged three and over in independent schools (including in nursery classes in free schools and academies), where a person **with** Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children:*

- *for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children*
- *for all other classes there must be at least one member of staff for every 13 children*

- *at least one other member of staff must hold an approved level 3 qualification*

*For children aged three and over in independent schools (including in nursery classes in academies), **where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children:***

- *there must be at least one member of staff for every eight children*
- *at least one member of staff must hold an approved level 3 qualification*
- *at least half of all other staff must hold an approved level 2 qualification*

In Infants, all classes have a qualified teacher and each year group share TA support. In Juniors, all classes have a qualified teacher with TA support split between four classes.

#### **4. Playtime**

- Primary playtime is usually at 10.40-11am. Infant children will be on the Infant playground and Junior children on the Junior playground and the tennis courts if they are available. There is a staff duty rota for each playground and a first aider is present.
- Someone will ring the bell at 11am and children will line up and wait to be sent inside.

#### **5. Lunchtime**

At lunchtime there is an Infant duty rota and Junior duty rota to ensure all children are supervised sufficiently on playgrounds, dinner halls and inside when it is wet. When a teacher is on duty, they have the overall responsibility for the children they are supervising.

#### **6. Absence of Midday Supervisors**

The Bursar should be notified of any absence with the Head of Primary, Primary Assistant Head Pastoral and Head's PA all informed so that a member of staff can cover as required.

#### **7. Dismissal**

In EYFS, the Reception exit doors are used at 3.30pm to ease congestion. The class teacher or classroom assistant takes the pupils out on to the outdoor play area via the designated door. Parents remain outside of the infant playground. Another staff member, positioned outside of the playground at the end of the path, manages the release of the children when the correct parent can be seen.

In Years 1 and 2, the children are escorted by a teacher or teaching assistant to the main entrance/exit doors of the infant building where they are released once the correct parent can be seen.

In the Junior school, each year group is escorted to the tennis courts by a class teacher in 5 minutes intervals to ease congestion:

3:30 – Year 3

3:35 – Year 4

3:40 – Year 5

3:45 – Year 6

The Y3 – Y6 teachers will dismiss their own classes from the tennis courts. Any remaining pupils are taken to Primary Extra Time and parents will be charged accordingly.

Any junior aged children meeting a parent who is collecting an infant sibling, will be escorted by a teaching assistant via the path leading to the infant playground. To avoid congestion via the infant pathway, junior pupils will only be released once all of the infant children have been collected and once the correct parent has been seen.

Any pupils using the school bus will be escorted to the buses.

On Tuesdays and Wednesdays late waiting takes place until the Senior School finishes at 4.00pm. A teaching assistant will supervise the junior children aged children in the ICT Suite until 4:00pm The infant children who require late waiting will be supervised in PET. Just before 4pm junior aged children are escorted by a teaching assistant to be dismissed from the tennis courts or put onto the school bus. Any infant children are collected from the bottom of the tennis courts steps on the way.

Any child attending an extra-curricular club after school will be released to the approved adult at the end of the session by the person running the club. Any pupils left at the end of any activity will be taken to Primary Extra Time.

During the day phone messages are taken notifying us of changes in arrangements for collection, or messages are placed in book bags by parents for the attention of the class teacher. These are immediately passed to the relevant teacher and the child informed. Messages are often given to Primary Extra Time about children attending for the evening and Katrina Smith, who runs the Primary Extra Time, passes those to the relevant teacher. Where messages are received later in the day, it is important to ensure that these have been received by the relevant teaching staff.

If a parent volunteers to take their child's friend, they need to inform the teacher and if in doubt the teacher needs to contact the parent to clarify the arrangement, as there have been cases where late parental arrivals have led to confusion.

In the case of a supply teacher or student teacher dismissing a class, a classroom assistant or another teacher will normally be present to clarify the identity of parents.

The KS1 and KS2 classes are reminded at regular opportunities the importance of staying safe, not wandering off from parents into the car park and to return to the teacher to wait if no one has arrived for them.

Parents are asked to ensure that their children are picked up promptly at the end of the school day. If no message has been received to indicate that parents will be late then, 10 minutes after the designated collection time, the children will be taken to PET and charged accordingly.

Once parents have collected their children it is their responsibility to supervise their children. The school cannot be responsible for accidents which happen to children after they have been collected by parents.

In all year groups, the member of staff dismissing the children records on a dismissal register if the child has gone home, gone to PET or gone to a club. Infant class registers are then put in PET and Junior class registers are given to the Primary Head's PA.

### **8. Arrangements when a child is not collected at the end of the school day**

If a parent is unavoidably delayed in picking up their child, they are asked to contact school to inform them as soon as practicable. If the member of staff is unable to wait with the child they will be taken to PET and the parent will be charged accordingly.

### **9. Primary Extra Time (After School Care)**

In Primary Extra Time, our after school care provision, we follow the same ratio requirements as for classrooms – see above.

Primary Extra Time takes place daily between 3:30pm and 5:30pm in the Infant Hall although other rooms and facilities (e.g. playground) may be accessed as required. The children in Primary Extra Time are supervised by Katrina Smith (PET supervisor), Karen Hearne (PET Assistant) and Lee Stewart (PET Assistant).

### **10. Arrangements when a child is not collected from PET**

All children should be collected by 5:30pm. If there is a child left by 6pm and we have had no communication from parents to explain the situation we will contact social care.

### **11. Swimming**

Children in Years 1-6 have the opportunity to attend swimming lessons at the local Lonsdale Swimming Pool. The children are supervised on the bus journey as follows:

Journeys involving children in Years 1-3 will be supervised by a minimum of two teaching assistants.

Journeys involving children in Years 4-6 will be supervised by a minimum of one teaching assistant.

When in the pool itself, staff supervision is planned according to the Lonsdale Pool Risk Assessment and Operating Procedures.

### **12. First Aid**

The school's First Aid Policy will be followed throughout the day.

Before school and during the school day (7:30-3:30pm), children involved in incidents requiring serious attention, are sent to Mrs Robertson or Mrs Tudor, otherwise minor incidents are dealt with as appropriate by the trained first aider on duty.

During PET (3:30-5:30pm), Katrina Smith (Primary Extra Time supervisor) is the designated First Aider.

Accident forms should be completed and given to the child to show their teacher and then taken home to their parents. A copy should be kept and given to the Head of the Primary (forms are kept in the Reception area). The child's form teacher/subject teacher should be

informed of any incident e.g. bang on head, upset during lunch break etc. Playground incidents are to be logged on the system.

## **12.Review**

This policy will be regularly reviewed under the guidance of the Primary Leadership Team.