

Ridgeway Primary Academy



Before and after school Arrangements 2019-22

Ridgeway Primary Academy

Start of the day arrangements

The following procedures have been put in place to ensure that children who are brought to school by a private child care provider or our in house breakfast club arrive safely at their classroom.

Ridgeway Breakfast club

A member of staff from the breakfast club will escort the children to their classroom and inform the class teacher that the child has arrived. A member of the classroom staff must sign the breakfast club morning handover sheet to confirm that the child has been received.

Private Child Care provider

A member of staff from the child care provider will escort the children to their classroom door and inform the class teacher that the child has arrived. A member of school staff must sign to confirm that the child has been received.

Children who walk to school unaccompanied (Years 5 and 6 only) or are brought to school by a parent/carer

School staff will be available to take responsibility for children in classrooms from 8.45a.m. No supervision is available in the playground or on the school site before this time so if your child is walking to school unaccompanied they should not arrive before 8.40a.m. Children who are brought to school by a parent/carer remain the responsibility of the parent/carer until they enter the classroom.

End of the day arrangements

The following procedures have been put in place to ensure that children are safe at the end of the school day.

External providers of afterschool clubs or child care providers must sign a checklist of these procedures and ensure that they are followed.

Child is being collected by a family member or private child minder:

Parents and carers will let class teachers know who is collecting their child, this should be done ideally face-to-face with the class teacher but if this is not possible then via the school office. Any changes to arrangements at short notice must be notified by telephone to the school office (01858) as we cannot guarantee that emails will be seen in time.

Ridgeway staff members will release children from the classroom door. If someone else is collecting a child or they are going home with a friend, the parent or carer must inform the class teacher either face-to-face or by telephoning the school office. Parents/carers must also give the person collecting their child the security password that they have registered on SIMS once the system is in place in the classrooms.

Class teachers will display a list of home time arrangements by the classroom door so that any member of staff dismissing the class will have all the information required.

Where an adult is collecting children from the classroom door members of staff will check that children are with the correct adult.

Walking home alone:

Children in Year 5 and 6 are able to walk home alone, however parents and carers must give consent via the school permission form.

Children are reminded regularly that if when they arrive home there are any issues which concern them, e.g. parent or carer not at home or lost key, they must return to school where a member of staff will assist them.

Attending an afterschool club arranged by the school:

Teachers will be given registers for afterschool clubs and will ensure that children due to attend a club are aware of this before leaving the classroom. Children in Foundation Stage – Year 2 will be escorted to the club by a member of staff who will hand them over to the club leader. In Years 3 – 6 children will make their own way to the club and the adult leading the club will take the register. Members of staff will be aware of any child with SEND who might require support to get to the club, these requirements will be written into individual support plans. If a child who is expected doesn't arrive the leader will inform the office who will contact parents and carers.

If a child is unable to attend a club they are signed up for parents and carers must inform the school office who will inform the club leader. If a child who is due to attend an afterschool club is absent from school on the day of the club, the office will inform the club leader.

At the end of the club the leader will dismiss the children from the agreed place to the agreed adult. Children walking home alone must have signed permission, this is part of the clubs application form. If a child is not collected on time the club leader should attempt to contact a parent/carer and should wait with the child until they arrive.

Attending an afterschool club arranged by an external provider:

Teachers will be given registers for afterschool clubs, provided by the club manager. Children in Foundation Stage – Year 2 will be escorted to the club by a member of staff who will hand them over to the club leader. In Years 3 – 6 children will make their own way to the club and the adult leading the club will take the register. Members of staff will be aware of any child with SEND who might require support to get to the club, these requirements will be written into individual support plans. If a child who is expected doesn't arrive the leader will contact the school office in the first instance and then attempt to contact parents and carers. If contact is not made they will inform the office who will contact parents and carers. If parents and carers cannot be reached the school will initiate the missing child procedure.

If a child is unable to attend a club they are signed up for parents and carers must inform the club provider and/or the school office. If a child who is due to attend an afterschool club is absent from school on the day of the club, their class teacher should send a note to the club leader to inform them of this.

At the end of the club the leader will dismiss the children from the agreed place to the agreed adult. If a child is not collected on time the club leader should attempt to contact a parent/carer and should wait with the child until they arrive.

Attending Castle Lane afterschool club:

Castle Lane Nursery will supply the school with an accurate list of pupils attending their afterschool provision. The school will use this list to inform class teachers.

Children in Foundation Stage – Year 2 will be escorted to the spare classroom by an adult. In Years 3 – 6 children will make their own way to the classroom where the senior member of Castle Lane staff will take the register. Members of staff will be aware of any child with SEND who might require support to get to the club, these requirements will be written into individual support plans.

If a child who is expected doesn't arrive the senior member of Castle Lane staff will inform the school office and contact parents.

If a child is unable to attend the afterschool provision parents and carers must inform the child care provider who will inform the school. If a child who is due to attend the afterschool club is absent from school on the day of the club, their class teacher should send a note to the club leader to inform them of this.

Name of company providing club _____

Procedures for after school clubs run by external providers:

Please ensure that –

- The school is provided with accurate registers for the clubs you provide.
- When children in Foundation Stage – Year 2 arrive at the club with a member of the school staff ensure they are correctly registered.
- When children in Years 3 – 6 arrive ensure they are correctly registered.
- If a child arrives who is not on the register contact the school office immediately.
- If a child on the register does not arrive contact the school office in the first instance.
- If there is no explanation for the child's non-attendance attempt to contact parents.
- If you are unable to contact parents contact the school office who will begin the school missing child procedure.
- At the end of the club ensure that the children are dismissed from the agreed place to the agreed adult.
- If a child is not collected on time attempt to contact a parent/carer and wait with the child until the agreed adult arrives.
- Ensure you have gained parental permission for children in Years 5 – 6 who are walking home alone.

Signed: _____ Name: _____

Position: _____ Date: _____

Copies of this form will be kept by the school.

Name of company providing after school child care _____

Procedures for before and after school child care run by external providers:

Please ensure that –

- When children are dropped off at classrooms in the morning ensure a member of school staff signs to confirm receipt of the child.
- The school is provided with accurate registers for the afterschool provision you provide.
- When children in Foundation Stage – Year 2 arrive at the agreed meeting point with a member of the school staff ensure they are correctly registered.
- When children in Years 3 – 6 arrive ensure they are correctly registered.
- If a child arrives who is not on the register contact the school office immediately.
- If a child on the register does not arrive contact the school office in the first instance.
- If there is no explanation for the child's non-attendance attempt to contact parents.
- If you are unable to contact parents contact the school office who will begin the school missing child procedure.

Signed: _____ Name: _____

Position: _____ Date: _____

Copies of this form will be kept by the school.