

# Waddington All Saints Primary School - Before and After School

## Start and End of the Day

The morning session starts at 9am, but we receive pupils into school from 8.45am and appreciate pupils being in class and settled ready for a prompt start. The expectation therefore is that pupils will arrive from 8.45am and proceed directly to class where the school will assume responsibility for them. **Prior to handover, parents are responsible for the safety of their children** and it is an expectation that they will make appropriate childcare arrangements to ensure the safety and well-being of their child.

Please note that there is no separate pedestrian access to the school, so consequently **when the driveway gates are open, the front of school is designated as a car park. The car park is closed and vehicle movement on site is prohibited from 8:40am to 9:05am and 3:10pm to 3:30pm** to allow for safe pedestrian access. Due to the high risk caused by the need to cross the car park to gain access to school, children are not permitted to enter or leave the school site while the drive gates are open without authorisation from a member of staff assuming responsibility for them.

Staff are expected to take full responsibility for the welfare of our pupils in school from 8.45am until 3:25pm. Outside of this time they are deployed to meetings and other duties and are therefore not available to supervise children. Please ensure that your child is adequately supervised and child care in place until 8.45am and that an appropriate adult takes responsibility for them from 3:20pm. (Please see also the school Attendance Policy)

## Expectations – for entering and leaving the site

- Children should observe the school rules in relation to behaviour wherever they are wearing our school uniform.
- Please move at walking pace and use the marked pathways to enter and leave school. Adults are asked to set a good example to the young children by not walking on the road and observing the expectations of the school.
- Cycles and scooters should not be used within the school grounds, unless as part of a lesson.
- Cycles and scooters should not be taken onto the KS1 playground.
- **Under no circumstances should pupils or young siblings go near to cars or rubbish bins within the car park.**
- Children should not be allowed to go behind sheds or bike shelters as this is unsafe and causes damage.

## Gate Opening and Closing Times

- The pedestrian gate to the car park will be open by **8:40am each day. Children should not arrive before this time.** The car park gates remain locked from 8.40am until 9.05am and vehicle movement is not allowed between these times. The same is true between 3:10pm and 3:30pm to allow pupils to leave safely.
- Once staff are ready to receive the children safely, KS1 and 2 gates will be opened **from 8.45am** to ensure pupils can access school in time for a 9am start.
- KS1 gates are closed promptly at 9am. After this time pupils must report to the office.
- KS2 gates are closed between 9am and 9.05am every day. After this time pupils must report to the office.
- If parents are on site after 9am or 3:30pm, they will need to exit through the main school entrance.
- The gates are opened for pupils to leave the site from 3:20pm until 3:30pm.

## Ensuring Effective Learning

1. Please be advised that pupils are registered just prior to lessons starting at 9am. Children arriving late to lessons (after 9am) disrupt the flow of the lesson making it harder to teach effectively and disturbing the clean start for other learners.

2. Children entering class after the start of the lesson will have missed key information, which will either require them to take extra teacher time from the learning or the child having to work out what they were supposed to be doing, which is less than ideal for all concerned.