



## **Stroud Valley Community Primary School**

### **Supervision of Children Before and After School Policy**

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The purpose of this policy is to clarify the responsibility for the safety of your children outside of the school day.

During school hours the safeguarding of our children is a primary concern and as you would expect during this time, the responsibility of the school.

#### **School Hours**

KS1 8-50 am – 3-05pm  
KS2 8-50 am – 3-15pm.

Outside of school hours parents are solely responsible for their children.

Provision of any out of school hours care requires planned for staffing and therefore must be a paid for service.

#### **Start of the School Day**

There is adult supervision on the school playground from 8-40am. On arrival children walk to the back playground where they will be supervised until the whistle is blown at 8:50 am to start the day.

Prior to 8-40am the school is unable to take any responsibility for the safety of children. Please make sure your children do not arrive before this time or are with you.

#### **Breakfast Club**

The school operates breakfast club provision for families who need child care before 8-40 am. Booking forms for this are available on the website or from the school office. It is important that a booking for this provision is completed as the school needs to ensure that the number of children booked in is adequately supervised and that enough food has been brought in to feed the children.

However we recognise that there will be occasions when families may need this facility at the last minute and not have time to send a booking from in. If this is the case please call the office and details of children attending will be passed to the staff.

As this is supervision and care outside of school hours charges will be made in line with those published for Breakfast Club. The charge for children arriving between 8am and 8-40am is £3.50.

## **End of the School Day**

### **Key Stage One – 3.05pm**

Children in **Rainbow Class** and **Sunshine Class** need to be collected from the wooden gate which is the entrance to the EYFS outside play area.

Children in **Amethyst** and **Amber Class** need to be collected from the playground at the back of the school.

We will only release children from these classes directly to a parent or an adult that a parent has informed us will be collecting their child.

### **Key Stage Two**

When children enter KS2 parents will have the option to give the school permission to release children directly from the class at 3-15pm. When this permission is given children become the responsibility of parents at 3-15pm.

Children, whose parents choose not to select this option, will need to be collected from the back playground. Again, children will only be released to a parent or an adult that a parent has informed us will be collecting their child.

### **After School Provision**

We operate a club after school to look after children if required until 6pm. The booking form details the price structure for these sessions. It is important we have enough adults available to look after children safely so ask that children are booked into these sessions.

However, again, we recognise that circumstances arise during the day which may result in parents requiring childcare and haven't had the time to book. Please call the school office and we will ensure after school staff know to expect your child and that provision is adequate. All charges are clear on the booking form that can be found on the website or collected from the school office.

## Late Collections

Please inform us if you are going to be late collecting your child. If possible we will take care of your child for a short period of time (5-10 mins) after the end of the school day, without the cost of an after school session.

The office staff are not responsible for late collections.

If the period of lateness exceeds 10 minutes, if lateness is a frequent occurrence or teachers due to other commitments are unable to look after your child they will be taken to our after school care in the Elliott building.

In these circumstances there will be a charge for this supervision in line with those published on the after school care booking form.

## After School Clubs

All after school clubs finish at 4-15pm.

Children attending these need to be collected from the main entrance unless parents have specified on the club form that children can walk home directly from the club (KS2 only).

## Safeguarding

Our primary duty is to the safety and care of our children. Persistent late collection may raise a cause for concern regarding the child's care and lead to the school contacting social care for advice.

Policy	Supervision of Children Before and After School Policy
Date Policy Ratified by Governors	21 / 05 / 2018
Committee Responsible	Behaviour and Safety
Date for next review	May 2020