

Handover of children at the beginning and end of each day

( including School Events )

At the beginning of each school day, staff will be on the playground from 8.45am. Children are expected to arrive in school between 8.45 and 9am. Parents / carers hand children over to the care of staff from 8.45 onwards on the school playground. Should any parent or carer have the need to talk to a member of staff regarding their child or children, they can speak to a member of staff on the playground in the first instance.

Children who come to Breakfast Club should enter the school by the side door into the Learning Zone, where they will be handed over the member of staff who is taking responsibility for the children that morning. A register is taken of children who are in school for Breakfast Club between the hours of 7.30 and 8.45am.

If a child is ill, the parents is expected to contact the school to inform the Office Manager.

At the end of the school day, children from Oak Class will be escorted from the back of the building by their class teacher and handed over to parents or an agreed family member. Children from Acorn Class will be seen out of school by the class teacher and handed over to parents or an agreed family member. Where a family member is not the designated person to pick up your child, you will need to have informed us in advance of the agreed person and agreed a set procedure for the handover.

Where a parent or carer has not arrived at school to pick up a child on time, the child will go into After School Club to wait. The Office Manager will contact parents by telephone.

Children who travel by bus will be put on the bus and handed over to the care of the bus driver.

Children who attend After School Club will go straight to the Learning Zone at the end of the day. They will then be in the care of the member of staff responsible for the Club. Parents picking up their child from After School Club should come into school from the side entrance where their child will be handed over to them by the member of staff.

Where we have school events such as discos arranged by either the school or FROGS, we will still adopt the same school procedures. A register of children attending the event will be in place and a member of staff will be responsible for ensuring children are handed over to a parent or family member. No child will be handed over to another adult without prior arrangement. Parents are asked to wait for children outside school where children will be brought to them.

As an update to this policy, parents and families have adopted the new one way system in and out of the premises. This is marked on the ground as parents approach the school.

The following general visitor policy is also appropriate for parents dropping off and picking up from school.

APPENDIX 1

COVID19 VISITOR POLICY

September 2020

Great Smeaton Academy Primary School is asking for the support and understanding of all our visitors in helping us minimise the risk of spread of COVID19.

We are now limiting access to the school site to essential visitors only who have a pre-arranged appointment. These can be made by contacting the school office on 01609 881349 or by emailing [office@greatsmeatonschool.co.uk](mailto:office@greatsmeatonschool.co.uk)

We ask that parents/carers who are dropping off or picking up their children support our efforts to minimise the risk of contact between our families and staff:

* To adhere to social distancing recommendations
* To follow the one way system down to school
* To not enter the school building, unless for a pre-arranged appointment
* To not congregate in groups and to maintain 2 metre distancing whilst waiting

All visitors to school must:

* Have an agreed appointment with the school office
* Use the hand sanitiser station provided in the reception area
* To maintain social distances and / or wear appropriate PPE
* To provide details for NHS Test and Trace as requested

We ask our school community and visitors to not enter the school site if they:

* Are currently presenting any COVI19 symptoms
* Have knowingly been in close contact with anyone with a confirmed case of Coronavirus