

Dropping Off and Collecting Children from All Saint's Primary School

Dropping children off at school.

- At 8.50am children at The Den will have completed breakfast, tidied away their play areas and collected together all of their belongings.
- Juniors should exit the building first.
- Children will assemble in an orderly fashion, remaining in their bubbles, be let out by a member of staff and exit the building waiting along the path.
- Staff will accompany the children at the front, between bubbles and at the rear. The member of staff at the rear should lock the premises on exit.
- The member of staff at the front of the line will, when appropriate and safe, open the top gate to the playground whilst children wait at the path, then stand in the road to prevent traffic from passing and children will cross at the same time. (most children are well versed in this process as it is a daily activity as part of their school routine – it may take some time at the start of the term to teach the new starters how to do this).
- Staff and Juniors will lead the way to the glass corridor where they will be dispatched to their classrooms. Infants will be escorted to their classrooms by staff.
If needed, Den Staff should impart any information during this time to the school representative on duty that will have an impact on the school day: eg if they have had an injury whilst at The Den. Parents will be informed about other information by Den Staff, eg. if the child has not eaten a full breakfast.
- It should be noted that The Den staff cannot pass messages from parents to school or vice versa. Messages to/from school should be through either email, phoning or a letter.
- Should a parent or the school need to get hold of Den Staff they need to phone: [07519 897202/07814452474](tel:07519897202)

Collection of children from school.

It is the responsibility of the Den Staff to be at school in time to collect the children at the end of the school day. **Under no circumstances should children be allowed to cross over to The Den without a member of Den staff escorting them.**

The Den staff should be at the school site in plenty of time to collect children and at 3.015pm at the latest.

All members of staff will meet the in the infant playground – staff should stand on either side of the playground –meeting with the juniors and infants as appropriate to their bubbles. Staff should wait for the bulk of children and parents to leave the playground before taking the Juniors first and walking through the parish graveyard to The Den.

The member of Den staff at the front of the line will stand in the road to prevent traffic from passing and children will cross at the same time. (Children are well versed in this process as it is a daily activity as part of their school routine).

Whilst walking and waiting, bubbles must remain intact.

On arrival at The Den the children should stop in their bubbles. An automatic hand sanitiser station must be used before entry. Juniors should enter first, taking all of their belongings into the hall and their bubble area. Infants should enter and hang up coats on the pegs and go up to the Millennium room.

Registers will be done in individual bubbles. Circle time will continue – just separately

This policy was adopted by: The Den	
Date: 01.09.20	Signed: AGriffin

