



Headteacher: Mrs Victoria Penty

## Thriplow Church of England Primary School

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Dear Parents,

We have recently, in consultation with DEMAT, reviewed our protocol for the start and end of the day and for procedures when a child is absent.

We have not made huge changes, but we thought it would be useful to clarify procedures with you.

### **Start of the Day**

The school doors open at 8.50am. The children remain the responsibility of their parent/carer up until this time.

Year Group	Drop off point
Reception	Ants Class garden/playground gate
Year 1	Green door at top of corridor
Year 2	
Year 3	Green door to building on playground
Year 4	
Year 5	Mobile classroom door
Year 6	Back door by entrance to kitchen

At 9.00am, these doors will be closed and children arriving after this time are late. They will need to enter the building via the door to the school reception. These children will be marked in the register as late, together with the number of minutes they have arrived after 9.00am.

### **Collection at the end of the day**

Year Group	Collection Point
Reception	Playground
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	Corner where car park meets ramp
Year 6	

# Shine our light before others.

School finishes at 3.30pm.

Teachers have got a list of named people who children are allowed to go home with. The people on this list are people on their official school paperwork as well as people that parents/carers have given written permission to collect their child.

If a person comes to collect a child who is not on the list, they will not be permitted to collect the child unless the child's parent has phoned/emailed to let the school know.

Some children have been given written permission to leave the classroom by themselves, either to walk to a car, cycle home, or meet a parent in a different part of the school grounds. Teachers have a clear list of who these children are. They are typically in Upper Key Stage Two.

Should a parent/carer/other adult come to collect a child and we suspect that they may be under the influence of drugs or alcohol, or otherwise unable to care for their child, we will detain the child and attempt to contact another carer (i.e. other emergency contact) to come and escort the adult and child home. Social care may also be contacted.

### **Breakfast Club**

Parents of children in Breakfast Club are required to take their child/ren to the door and meet a member of staff before leaving.

At 8.50, when school doors open, Breakfast Club staff take the children to the door to which they enter school.

### **After School Club**

In classrooms, teachers have access to a list of children who regularly go to After School Club. Teachers will be emailed with the names of children who are going as a 'one-off'.

A member of staff will take the children to After School Club. They will ensure the children go safely through the doors and that the gate is closed securely behind them.

Parents and carers are expected to sign children out of After School Club indicating the time of collection.

### **Absence from school**

If parents/carers know that their child is going to be absent from school for any unavoidable reason, they should contact the school as soon as possible, or preferably prior to the first morning of absence to tell us, in accordance with our Admission and Holidays policy. The parent/carer should state how long the child will be absent from school and when they expect their child to return. The parent/carer should make contact with the school to inform them if the absence is longer than first stated.

The phone call/email to school informing of absence should be made by an adult on the child's contact list.

If a child is absent and the school is not informed, the school will phone the first person on the child's contact list. If there is no answer, the school will work down the contact list. If still no contact were made, an email would be sent to the parent/carer's email address. If there was no response by lunchtime, we may need to report the situation to the police.

### **Late Collection or Non Collection**

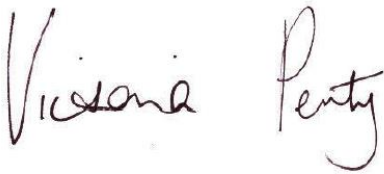
It is the responsibility of all parents to arrive in good time to collect their child at the end of the day. If a parent/carer/representative has not arrived by the time the class is dismissed then the child will be looked

after either by the class teacher or a member of office staff for a reasonable amount of time (15 minutes) after which time: -

- Attempts will be made to contact the parent on all the given telephone numbers. If this produces no result, the emergency numbers will be used to contact a responsible adult.
- If, after one hour the parent or carer has still not arrived and staff have been unable to make contact with another member of the family or family friend it may be necessary to contact social care and take their advice.

Please do not hesitate to make contact with me via the office if you have any questions about the information in this letter,

Many thanks,

A handwritten signature in dark ink, reading "Victoria Penty". The signature is written in a cursive style, with the first name "Victoria" and the surname "Penty" clearly legible.