



# Kirkland & Catterall

St.Helen's Church of England Primary School

*A Christian family who encourage and equip one another to soar...*

**Headteacher:** Mrs Michelle Warburton

**Deputy Headteacher:** Mr Andrew Scholz

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## Before School & After School Policy

### MORNING

School will be responsible for all children in the playground from 8.45am

School has an "open door" policy from 8.45am to allow parents the chance to talk **briefly** to staff (appointments can be made via the school office for longer discussions.)

**School will NOT accept responsibility for children before 8.45am**

School will provide a member of staff to be responsible for escorting children, who arrive on the bus, safely into the rear playground

At the sound of the first bell (8.50am), registration will take place

### HOME TIME ARRANGEMENTS FOR BUS CHILDREN

- ❖ Children to line up quietly inside exit doors
- ❖ Member of staff to take the bus register
- ❖ Member of staff to escort children to the bus door

NB- If there is a change to your child's bus travel home, please telephone school/send a note to inform us. Children must not be asked to pass the change message on directly.

### HOME TIME ARRANGEMENTS FOR COLLECTED CHILDREN

- ❖ Children in Robins, Herons and Kingfishers depart from their classroom door, leading onto the playground where parents/carers are waiting. Children are only handed over to a known adult
- ❖ Owls and Eagles classes walk to the rear playground. A member of staff will open the door and wait with children to hand over to a known adult

**NB** – If a person not known to school is to collect your child/ren please telephone ahead or send a note to school informing of us the nominated collectors name

Any child unsure of their home time arrangements or indicates that parents/carers have made a change to the day will remain in school and parents/carers contacted.

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The Green | Churchtown | Garstang | Preston | PR3 0HS