



# Kirkland & Catterall

## St.Helen's Church of England Primary School

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

**Headteacher:** Miss Michelle Southern

**Deputy Headteacher:** Mr Andrew Scholz

**T:** 01995 603050 **E:** bursar@sthelens.lancs.sch.uk

**W:** www.sthelens.lancs.sch.uk  @StHelensLancs

### 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 (on the 2 arrival times)
- ❖ At the sound of the first bell (8.50am), children stand still on the second, they walk to line up in classes

#### HOME TIME ARRANGEMENTS FOR BUS CHILDREN

| Infants (3.10pm) | PROCEDURE   | REMINDERS   |
|------------------|---|---|
|                  | <ul style="list-style-type: none"> <li>❖ Children to line up quietly inside exit doors</li> <li>❖ Members of staff to escort children from front brown door to the bus lane. One on bus first, one at rear of queue</li> <li>❖ Additional adults available to supervise any changes to routine/telephone calls to check home time arrangements</li> </ul> | <ul style="list-style-type: none"> <li>❖ Fluorescent yellow jacket to be worn by staff</li> <li>❖ Children are reminded of behaviour/ conduct whilst on the bus (quiet, no pushing etc)</li> <li>❖ 2<sup>nd</sup> Member of staff to ensure all children out of doors &amp; onto bus <b>BEFORE</b> entering bus</li> <li>❖ Seat belts checked before departure</li> </ul> |
| Juniors (3.25pm) | As above  | As above  |

#### HOME TIME ARRANGEMENTS FOR NON-BUS CHILDREN

- ❖ One member of staff to escort children who are collected by parents/carers to the rear playground door.
- ❖ Adult to open the rear door

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



*In hoc signo vinces*

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❖ No child to leave without adult seeing parent/carer

**NB - Any child who is unsure of home time arrangements or indicates that parents have made a change that day, should be KEPT AT SCHOOL and parents telephoned immediately for confirmation. Breakfast club bookings must be cancelled via the school answer phone service on the day of booking before the session has started. Afterschool club bookings must be cancelled before 12pm on the day of booking. If the session is not cancelled within these times full payment will be required. Late picks will incur a £5 Charge per child.**

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