

Hometime Procedures

*guidance for parents/carers of
Nursery & Reception children*



Introduction

Bigland Green takes great care in its pupils' health and safety, welfare and safeguarding responsibilities. The school has systems and procedures to ensure that children in the Nursery and Reception are dropped at the beginning of the day and collected at the end of the day safely. This is only effective if parents follow the school rules and cooperate with staff members. This guidance outlines the key expectations. Please see the team leader if you want further information.

General school rules

The use of mobile telephones is prohibited within the school premises – this includes the school building and all playgrounds within the school site.

- Please do not use mobiles – use the time to talk to your child and/or other parents.
- Kindly do not bring any food or sugary drinks as they are not allowed.

Parents with buggies are requested to be mindful about the unnecessary congestion that can occur when they stop at a certain point. Kindly remember that children who attend school must not be in buggies and are expected to walk to school unless they have a certified medical condition.

If your child is being collected by someone different than the normal practice, then kindly remember to inform the appropriate staff and/or office in good time.

Beginning of the school day

The main gates to the school are open from 8:45 AM. Parents are encouraged to arrive early and allow their children to play under their supervision on the climbing equipment only.

Children who come to school on time and are in class on time feel happy and secure. Therefore, it is essential for your child to be on time every day to have an enjoyable learning day at school.

- A bell goes off at 8:59 AM to indicate that it is time to go to class.
- Classroom doors are opened at 8:59 AM and remain opened until 9:02 AM.
- A member of staff will be at the door but will not be able to have any discussions with parents at the door. Parents who wish to discuss anything or make an appointment must go into the class and find a member of staff to do so.
- Children arriving after this time will need to go through the main school office and will be marked late.

At the end of the school day – hometime

Hometime at Bigland Green is always very busy as the school is releasing more than 120 children from Nursery and Reception at the same time. There are 480 pupils and their parents on the school

premises at hometime. Parents and carers are requested to be prepared for a slight wait in the interest of children's health and safety when collecting their children from Nursery and Reception.

- Nursery and Reception children finish school at 3:30 PM.
- As part of health and safety procedure, staff members will only release children to their parents/ carers one at a time. Parents must not cross the yellow lines outside the doors.
- Children in the Nursery and Reception are young – this means that sometimes collection at hometime can take little longer. We request that parents have patience and understanding so that staff members can ensure the safety of all children.
- As parents approach the door to the classroom, their child will be called by a member of staff and handed over to them.
- Parents are respectfully requested not to call their child's name as this can confuse other children who can then go out with the wrong person.
- If your child needs to go back to the classroom for any reason, then kindly wait until all the other children have been released. Playground toilets will be open for you to use.
- The staff member at the door will not be able to discuss anything with the parent when they are releasing children to their parents/carers.

Please collect your child on time. It is very upsetting for a child of this age to be left when all the other children have been collected. Always picking your child up on time helps them to feel happy and secure. However, if you arrive after 3:40 PM then you will need to collect your child from the school office and sign the 'late-collection book'.

If staff want to talk to parents

There may be occasions when staff members need to talk to parents to communicate information about their child. These children will be asked to sit on the steps under the interactive-whiteboard in the classroom. If you see your child sitting there, then kindly be aware that you will need to wait until all the other children have been released. You will then be invited into the classroom.

If a parent wants to talk to a member of staff

Parents who want to talk to a member of staff or discuss anything are requested to wait under the blue pagola situated outside the Early Years. Once all the other children have been released, they can then approach a member of staff and have the discussion inside the classroom. Please remember parents can also arrange to see a member of staff by talking to the staff in the school office.

We respectfully request parents to follow guidance and the school rules so that staff members can fully focus on children's health and safety without having the need to spend time reminding parents about the rules. We thank you for your support and cooperation.

Date approved	Signature	Review
15 November 2018		As required