

Working together to make Vallis School a safe place to be.

Revised April 2015

We all have a part to play to ensure that we are helping each other to keep our school safe.

School Procedures:-

- Reception: children are brought into and collected from class.
- KS1 Children are brought into class in the morning and collected from KS1 playground.
- KS2 Children are brought to the Year 3 / 4 entrance at the start of the day and brought out by class teachers at the end of the day to meet their parents or to walk home as agreed with parents (by letter).
- In the morning a member of staff is at the top of the Y3/4 steps to welcome children to school.
- The Office is manned every morning from 8.45am.
- Teachers are in their classes ready to receive children from 8.45am.
- If a parent is collecting their child, they must inform the class teacher or the School Office in person or send in a letter so that the school knows who is taking a child home.
- If a child goes to an after school club, a written permission slip will have been signed by parents.
- The office will supply teachers with a club attendance list and teachers will call out the names of the children attending clubs at the end of the day.
- The School Office will provide a register for each club leader and will ensure that the adults running the clubs know if any child is absent.
- Parental permission slip for a child to walk home unaccompanied will be kept in the 'Essential Information' file in the class.

Children's responsibilities:

- Leave their parents and come straight to their classes in the morning.
- Don't play in the front playground before school or after school if unaccompanied by an adult.
- If they have forgotten something, they must tell a member of the school staff. They must not leave the school building without telling anyone.
- At the end of the day children must wait with their teachers until they are told to go to their parent.
- Children must not leave the class without asking for permission, especially at the end of the day.
- To go straight to their parents, stay with them and walk straight home.

Parents' responsibilities:

- To see your child into school between 8.45 and 8.55am. Do not leave your child unattended outside the school before this time.
- After 8.55am you need to sign your child in with the School Office otherwise they may not be registered as present.
- To ensure you inform the school if your child is absent or there are any changes to the end of day arrangements for your child.
- To notify the School Office if your child is not due to attend a club for which they have been allocated a place.
- To inform school of changes to contact telephone numbers.
- Be in time to collect your child at the end of the day and to take over responsibility from the class teacher for your child's safety and behaviour especially in the playgrounds.
- To stand in the area outside your child's class in the KS1 playground so that the teacher can make eye contact with you.
- In an emergency to notify school if you are due to be late to collect your child.
- To talk to your child about safe behaviour, reminding them to stay with their class teacher at the end of the day and not to wander off to the toilet etc.

The School will use letters and the website to give information.

Parents should not take responsibility for publishing information on events as they may not hold the correct information.

Please be aware that in certain serious circumstances the Police or Somerset County Council will handle the publishing of information by the school.