

Working together to make Vallis School a safe place to be revised September 2018

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

School Procedures:-

- Foundation Stage children are brought into and collected from the class door by their parents or carers.
- KS1 children are brought to the class door in the morning by their parents and at the end of the day staff see them to their parents who are standing in the KS1 playground.
- KS2 children are brought to the KS2 entrance at the start of the day and brought out by school staff at the end of the day to meet their parents or if they are in Year 4 to walk home as agreed with parents (by letter).
- In the morning a member of staff is at the top of the KS2 steps to welcome children to school.
- The School Office is manned every morning from 8.45am.
- School staff are in their classes ready to receive children from 8.45am.
- If a parent is not 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 School Office will give teachers a club and after school provision (Child's Play UK) attendance list and teachers will call out the names of the children attending club or after school provision at the end of the day.
- If your child is not picked up by 3.15pm they will be taken to our after school provision and there will be a fee payable to Child's Play UK for this childcare.
- 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. Please let the School Office know if your child will not be attending an after school club.
- Foundation Stage children are escorted and KS1 & KS2 children are sent to our after school provision by school staff according to the list emailed to the class teacher.
- A parental permission slip or letter for a Year 4 (only) child to walk home unaccompanied will be kept in the 'Essential Information' file in the class.

Children's responsibilities:

- To leave their parents/carers and come straight to their classes in the morning from 8.45am.
- To not play in the playground or around the school 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/carer.
- Children must not leave the class without asking for permission, especially at the end of the day.
- At the end of the day to go straight to their parent/carers and stay with them.

Parents'/carers' 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.
- If your child attends the Before School club then they must be accompanied to the door of the Community Room to be handed over to staff. Do not drop them at the top of the slope.
- 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 unexpected 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 or after school provision 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.
- To stand in the area outside your child's class in the KS1 playground or the KS2 entrance so that the teacher can make eye contact with you.
- In an emergency to notify the 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.
- Don't offer to take a child unless their parent has specifically asked you and notified the school themselves.

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

Parents should not take responsibility for publishing information on events on social media 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.