

PROCEDURES FOR THE START AND END OF THE SCHOOL DAY

Start of the day

Children should not arrive on the premises before 8.30am. Any children arriving before this time will be unsupervised.

From 8.30am children may enter the school site where there will be supervision. A member of staff / parent volunteer will be on the playground from 8.30, whilst there will be a member of staff at the back gate from 8.40 to 8.50am. Your child should come directly onto the playground until the school day begins at 8.50 am. Whilst parents may accompany their children onto the playground, we find that most children prefer to happily play with their friends. For safety reasons, children/siblings are not permitted to use the adventure trail at this time. In addition, children are not permitted to enter the school building unless supervised by their teacher. In the case of adverse weather, children may be permitted to enter their classroom at 8.45am. When the school bell rings at 8.50am, the children line up with their class and are met by their teacher.

Morning registration

Children will be taken into class at 8.50am. Any child coming in through the office after 8.50am must use the Inentry touch screen outside the office to be signed into school. This is essential to ensure that children's presences are correctly recorded in school. Parents should accompany all children arriving after 8.50am to the office to ensure their safe arrival on the premises. Please be aware that arrival after 8.50am will result in a late mark on your child's attendance report.

Absence notification

Absences should be reported on a daily basis to the School Office before 9.00am. This can be done by email to office@tylersgreenmiddle.co.uk or by calling school on 01494 812465 to leave a message under the Absence option on the phone system. Both the email and the phone message can be done even before the office opens at 8.30am. Office staff will be in touch if no such notification has been received.

End of the Day

The school day ends at 3.15pm. In consideration of the care and safety of the children, the following protocols are in place:

White Cards

At the beginning of the school year, a white card is completed by the parents/carers of each child at TGMS giving information on who is permitted to collect their child at the end of the school day. This card is to be kept safely in the child's school bag. If for any reason, a child is being collected by somebody else on a particular day, e.g. for a playdate, parents/ carers should authorise this on their child's white card. Unless a parent has signed to authorise that their child may leave the school premises unaccompanied, pupils will only be handed over to an adult on their list.

Year 3 children will exit from their classroom doors directly onto the playground with their class teacher who will hand over the child to their parent, or other authorised adult.

Year 4, 5 and 6 children will be accompanied by their teacher from their classrooms and will be taken onto the playground to be met by their parents/carers.

At 3.25pm any uncollected children will be taken to the office and you will be contacted.

Again, for safety reasons, children/siblings are not permitted to use the adventure trail at the end of the day.

Parents/carers should assemble on the playground no earlier than 3.10pm. If your child is being collected by another family member, or friend, please use the white card system so staff can look out for the appropriate adult.

Walking to the Gate

Parents may decide that they wish their child to walk independently to meet them at the gate. Class teachers will dismiss these children from the playground providing that this instruction is recorded on the white card. As we have a front and back gate, please make sure that your child knows what arrangements you have made and where to meet them.

Walking To and From School Alone

There is no set age when children are ready to walk to school, or home, on their own. It very much depends upon maturity and confidence. However as a school, we are responsible for the welfare of our pupils. Therefore we suggest guidelines and believe in working in partnership with parents. Ultimately you, as parents, need to decide when your child is ready for the responsibility of walking on their own. We would highly recommend that pupils in year 3 and 4, at least, are still brought to and collected from school. In deciding whether your child is ready to walk to school you should assess any risks associated with the route and your child's confidence. We do have a road crossing patrol at the Cock Lane junction before and after school. Please note this is not the case following after school clubs.

If you decide that your child is ready for this responsibility then you must inform the school. This can be at the beginning of the school year and recorded on the white card, or alternatively in writing at a later date, as and when you deem your child ready.

School Supervision

After school, both the front and back gates will be monitored by members of staff to ensure that children leave the site safely. We have a walkie talkie system in place to support this. In addition, staff will be on the playground at the end of the day to facilitate good communication and to ensure any children not collected promptly are supervised. At 3.25pm any uncollected children will be taken to the office.

Clubs

After School: If your child is attending an after school club on school premises, the child will go directly to the club at 3.15pm. A register is taken by the club leader and any absences will be followed up by the school office. A list of all clubs is held in the office. Parents should collect their child from the club leader at 4.15pm promptly. If your child attends an internal after school club (run by a member of TGMS staff) it is expected that they attend every week, please notify the office of any absences.

Morning clubs: Parents may use the school car park. Children should be taken by parents to the rear hall door and handed over to directly to the club leader at 8am. At the end of the session, children go outside onto the playground to line up with their class at 8.50am.