



TYLERS GREEN MIDDLE SCHOOL

Procedures for the start and end of the school day

Start of the day

Children should not arrive on the premises before 8.25am. Any children arriving before this time will be unsupervised.

From 8.25am children may enter the school site where there will be supervision. A member of staff will be on the front gate from 8.25am. The back gate will be opened at 8.25am and monitored by another member of staff from the top playground. 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 Inventory 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 3.20pm. 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, White Cards will be sent home with all pupils. On the front side of the White Card you will be asked whether you consent to your child being released from the class teacher without an adult present or not, **please ensure that one of these options is indicated and your child's name and class are written on the other side of the card.** If your child will be collected by an adult, the White Card needs to be completed with details of all adults authorised to collect your child at the end of the school day. 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 consented that their child can be released without an adult present, pupils will only be handed over to an adult on their White Card list.

White Cards are to be kept safely in your child's school bag.

At 3.30pm 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 3.15pm. 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. If this is the case then you will need to consent to your child being released without an adult present on the Arbor Parent Portal. 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.

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. In addition, some 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 3.30pm any uncollected children will be taken to the office.

Clubs

After School/Wraparound Care:

1. **Teacher Clubs:** If your child is attending an after school club run by a teacher, they will go directly to the club at 3.20pm. Unexpected absences will be followed up by the school office, please notify the office if your child will not attend a planned session. Parents should collect their child from the teacher at 4.20pm promptly.
2. **Clubs run by an external provider, including Wraparound Care:** If your child attends Wraparound Care or a club run by an external provider they will go to the club at 3.20pm. Please notify the club provider directly if the child will not be attending a planned session, not the School Office. Parents should collect their child promptly from the club provider at the end of the club.

Morning clubs/Wraparound Care: Parents may use the school car park. Children should not be left unaccompanied in the car park and should be taken by parents to the arranged school entry door and handed over directly to the club leader. At the end of the session, children go outside onto the playground to line up with their class at 8.50am. Please notify the club provider directly if the child will not be attending a planned session.