



Beaul Primary School

School Clubs & Activities Guidelines for Collection, Supervision and Dismissal of Children



Updated march 2014

After School/Evening Activities Guidelines for Collection, Supervision and Dismissal of Children

Rationale

Extra-curricular activities are a key element of Beaully Primary School's ethos and greatly enhance the children's overall experience. In order for this experience to be a positive and enjoyable one, we have created a set of draft guidelines to ensure that the safety of all children is paramount. These guidelines have been devised in consultation with all staff and if approved, will form the basis of the school policy in this area.

End of School Day Procedures

At 2.45 or 3.15pm, when the school day is finished, pupils **must** be fully aware of the 'going home' procedures.

- This may include being collected from the playground, walking/cycling unsupervised or attending a school-led/externally led after school club.
- It is essential that all pupils are fully aware of these procedures on a daily basis and where there is a change to the 'normal' routine, the school (ideally via the class teacher) should be notified to avoid any confusion or upset on the part of the children.
- If such a change to arrangements is known in advance, this should be communicated to the school in writing as soon as possible.
- In the event of an emergency, voice-to-voice contact with the school office must be made. Please do not assume that a message left on the school's answering machine service has been heard and acted upon.
- If such a change in arrangement involves an alternative adult collecting a child, this must also be communicated in advance.
- Where a child is confused or unclear about collection procedures, they should be encouraged to let their teacher know and clarification can be sought from the school office.
- Where a child leaves the school building and becomes concerned or unsure about these procedures, they should be encouraged to return to the school immediately where once again, clarification can be sought.

School Organised Clubs

All children in P1-3 will be collected by the adult delivering the club from the main building at 2.45pm. Parents/guardians should ensure that any child attending this service is aware that they should be attending on that particular day.

Children in P4-7 will make their own way to the designated 'pick up' point, which is relevant to the location of the club and normally the Gym Hall. Again, parents/guardians should ensure that children in P4-7 are also aware that they are due to attend the club on this day.

After arriving at school at this point, all children will be checked carefully against the register listing all the expected attendees for that day.

Any club that is organised or led by a member of school staff will follow these procedures:

- At the beginning of the club, each lead staff member will confirm that all children on the register are present at the club. Where a child is not present, another member of staff will be contacted and asked to investigate. Parents/guardians are asked to ensure that all children who are due to attend such clubs, are fully aware of this arrangement.
- At the end of the club, children will be dismissed in the following ways:
 - Children who walk home (unsupervised), will be allowed to leave as per instructions given by parents/guardians
 - Children who are collected will be allowed to leave with their designated adult as per instructions given by parents/guardians
 - Any children who are unsure of their dismissal procedures will be retained in school and contact made with parent/guardian, as per the school's latest contact details

- If a child is not attending the club as expected, the school must be contacted as soon as possible to alert us to this change of plan. Ideally, the school should receive this information in writing 24 hours prior to the club. In emergencies only, we will accept a phone call where voice-to-voice contact is made and a member of the school staff can confirm that this change of arrangement has been acknowledged. Messages left on the school answering machine are not considered to be voice-to-voice contact and the school cannot be held responsible for notifying the child of any changes in this case.
- Where a club has had to be cancelled at short notice (on the day of the club), every attempt will be made by the school to provide alternative arrangements for the children. This means that all children who were expecting to attend the club, will remain in school for the duration of the cancelled club. Attempts may be made to make voice-to-voice contact in order to notify parents of the cancellation of any club and where this has been made, parents can collect their child at the end of the school day. No child will be allowed to leave the school prior to the end of the postponed club, unless this voice-to-voice contact has been made and an alternative arrangement has been agreed.
- Where a club has been cancelled with advance notice, this information will be shared in the following ways:
 - A note sent home by the lead staff member clearly outlining the cancelled date and time of the club
 - A short post will be made on the school blog advising parents/guardians of this cancellation (by subscribing to the main school blog, you will automatically receive notification of any new posts)

Evening Events at Beaully Primary School

Where a school led event takes place in the evening, these procedures will be followed:

- Advance notice will be given to all children involved and clear guidance as to the times of drop-off and collection given to all parents/guardians. In some instances, permission may be sought to ensure that parents are fully aware of the event taking place and the procedures therein.
- At the end of such evening events, ALL children must be collected in person from the designated pick-up point except where written confirmation has been given outlining alternative arrangements. This policy will be adhered to at all times. For such events, in addition to the school being made aware, all children must also be made aware of the pick-up arrangements (i.e. who will be collecting if not family member)
- In the event of a child being unsure about their collection procedures, they will be retained at school by the designated adult until voice-to-voice contact is made.

Key Contact Details

The school can be contacted in the following ways:

Phone-**01463 782 576**

Email-beaully.primary@highland.gov.uk

Blog- www.beaullyprimary.co.uk

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