



## Safety Measures and Protocols for Beginning and End of School Day

The biggest priority at the beginning and end of the school day is to ensure all of our children at St Paulinus are safe and handed over to the appropriate adult assigned to greet/collect them.

We have drawn up some guidance to support with this and ask that this is followed at all times:

- Any adults dropping off or collecting children need to stand **outside of the yellow boxes** (this avoids overcrowding at the gate area allowing children to enter and exit easily and quickly).

### Drop off at Beginning of Day

- The priority of the adults standing at the gate is to greet the children and see they enter the school building. If you need to speak to an adult at the gate, we ask that you wait until the gate has been open for at least 5 minutes and the initial influx of children have entered the school.
- Gate conversations are usually informal conversations. Any conversations regarding your child's learning, behaviour incidents or other concerns should be held in private (over email, phone calls or face to face meetings).
- If you need to speak to a member of staff about absence, attendance or appointments that affect drop off/collection times for that day, please go straight to the office and ring the buzzer. These messages should be given directly to a member of the office staff and do not need to be duplicated to a member of staff at the gate.

### End of Day Collection

- Please look out for your child and once the staff member sees you and sends your child to you, collect them and move away from the area to create space for others.
- If you wish to speak to the school adult please wait until **all children** from the class have been collected – the adult's main priority until then is making sure all children leave school safely.
- If the school adult wishes to talk with you regarding your child, they will indicate this but ask that you wait until all the other children have left before they have the conversation.
- If you would prefer any conversation between you and the school adult to be in private, please state this at the time and the school adult will take you into the school building to talk or arrange another time to do this.
- Gate conversations are usually informal conversations. Any conversations regarding your child's learning, behaviour incidents or other concerns should be held in private (over email, phone calls or face to face meetings).

We really appreciate your support with this and by ensuring school staff and parents/carers follow these safety measures we can continue to keep our children safe.