

The following arrangements are in place to support the safety of pupils and staff. They will be reviewed annually (July prior to the new academic year) or at any time when required. To ease congestion and to support staff and parents / carers we have a 5 minute gap between the release of KS1 and KS2 classes.

Currently the following times are used:

Classes 1 and 2	3:10pm
Classes 3, 4 and 5	3:15pm

- Pupils are only released once the pupil has registered the parent / carer collecting them and if this is known to the member of staff.
- If the pupil's adult is not on the playground area then they will wait to the side but still inside the school site to allow other parents / carers and pupils to depart.
- If the staff member is unsure of the person collecting the pupil then a call will be made to the contacts held in ScholarPack. We appreciate that this may frustrate all parties at the time but we would rather be more vigilant at these times.
- If a parent / carer wishes to speak with the member of staff the staff member must ensure that it is an appropriate time i.e. when all other children have been released from school.

Pupils attending GAPs

The GAPs team will maintain a shared Google document with the school listing regular and casual pupils by class. If there are any additional casual bookings these will be added so the document is always up to date. The office will ensure a copy goes to the classes before the end of the day - placed in the home tray or given to a member of staff.

- School staff will inform the GAPs member of staff they are handing over pupils to that there is a change in the pupil list from that class (i.e. If any children are absent or have left during the day)
- After school events such as sporting clubs, events or school trips which will run beyond normal school hours will be shared with the GAPS team to check for any GAPS children that may be involved.

GAPs Logistics:

- For Class 1 pupils attending GAPs the class 1 outdoor area will be used as a collection point. (They will be collected from there via the gate onto the driveway).
- For Class 2 pupils attending GAPs the teaching assistant will take the children from school and will take the pupils down to the GAPs building.
- For Classes 3, 4 and 5 pupils will gather outside the hall on the path between the fire exits where they will be met by a member of the GAPs staff team. The class teacher will only release the GAPs pupils if the GAPs member of staff is in the allocated area. Any changes to the register will be shared with the GAPS member of staff.
- A paper register is taken outside the school.
- The KS2 pupils attending GAPs walk down to the annexe building monitored by two members of staff.
- An electronic register is taken inside the annexe building.
- GAPs staff will ensure that the pupils left in their care correlate with the registers for that day.

Access to the school site:

There is a locked gate (with intercom system) on to the school playground area that is used to access the school and annexe building. Please press the relevant button on the intercom to communicate with the relevant staff team.

Lighting:

The site has timed and motion lighting to support visibility when the site is dark.