



Fiddlers Lane

Community Primary School

School Times and Teacher Responsibilities

The school day begins at 8:55am when the whistle sounds and the children start to line up in the playground ready to enter the school building. All staff are required to be available to supervise children from 8:45am onwards. By 8:55am all staff should be in the playground to ensure their children come into school in an orderly and sensible manner.

At the end of the morning session staff should ensure that children are properly supervised from the classroom to either the dining hall or playground. All KS2 staff must be available to take their classes to their classrooms at the beginning of the afternoon session.

Staff must ensure that children are properly collected and taken home. Please see Left Child Policy for what to do if they are not collected. Children in KS1 must not be allowed to go home on their own.

All TAs will undertake playground duty. Teaching staff must supervise the children both out and back into the building at the start and end of breaks to ensure that the teaching sessions close and begin promptly.

Break and Lunchtime Arrangements

Please see the Playtime Policy. This includes accidents in the playground, and lunchtime supervision.

Emergency Procedures

Please see Health and Safety Policy.

Children's Illness and Medicines

Please see Sick Child Policy and Administration of Medicines Policy.

Health Checks

Regular health checks are carried out in school. Parents are informed by letter. The LA seeks positive consent.

Child Protection

There is a legal requirement on the school to have a policy on child protection issues, and have a teacher designated to deal with such matters. Please see the Safeguarding Policy for further details.

Discipline and Bullying

All members of staff act towards the children as a caring and responsible adult would. We aim to set and maintain the highest possible standards of good behaviour with our children and wish to work in close co-operation with our parents and carers to achieve this. See our Behaviour Policy for more details, as well as our Anti-Bullying Policy.

Trips and Visits

Educational trips and visits are arranged during the year. Please see Trips and Visits Policy.

Extra Curricular Activities

These are activities for children which take place outside normal school hours. Parents of all children taking part must be given prior warning and their permission granted to take part. Care must be taken at the end of all activities to ensure that the children taking part are collected, or that adequate arrangements have been made for them to go home. If they are left behind, the Left Child Policy will be adhered to. If there is an accident, the adult in charge will contact parents/phone an ambulance as required. Another adult will supervise the rest of the children in the group.

Date:

Signed:

Review: