**WEALD CPS: GENERAL SUPERVISION**

# BEGINNING OF THE DAY

8.20 a.m. Entry for Years R, 1 & 2 (+ older siblings from Years 3, 4, 5 & 6).

8.30 a.m. Entry for Years 3, 4, 5 & 6 (with no siblings from Years R, 1 & 2)

Children make their way directly to their classrooms under the guidance of the duty member of staff.

**END OF THE DAY**

3.10 p.m. Children in Reception, Years 1 & 2 line up in the playground and are dismissed one class at a time. Handover to parents takes place at the School-Gate.

3.20 p.m. The same procedure follows for Years 3, 4, 5 & 6.

If the parent/established carer is late, the teacher will supervise the child until their arrival, having made attempts to locate the parent/established carer by telephone.

**After School Activities**

The person in charge of the club/activity is responsible for ensuring that children are handed over safely to the parent/carer at the School-Gate. Any children not collected will wait with the supervising adult in the School Reception until their parent/carer arrives.

**CHILDREN WILL ONLY BE HANDED TO THE PARENT/ESTABLISHED CARER UNLESS THE SCHOOL HAS HAD WRITTEN NOTIFICATION OF OTHER ARRANGEMENTS.**

**PLAYTIMES**

All children are expected to go out to play at break times unless the weather is inclement. Staff on duty should actively encourage children to play games, run around, play with the playground toys etc. Staff should also participate actively with the children’s games if appropriate and make every effort to communicate with as many children as possible during their time on duty. Through this, our children will have been given the opportunity to share their time, their feelings and their anxieties in a positive fashion with the adults on duty.

Last reviewed: June 2021

To be reviewed: June 2024

Signed Headteacher:

Signed Safeguarding Governor: