

Stradbroke Primary Foundation Stage Entry-Exit Policy

Supporting the achievement of all children



<u>Written By</u>	<u>Written Date</u>	<u>Review Date</u>	<u>Approved by</u>
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Aim

To ensure a safe, secure and welcoming entry and exit for all Foundation Stage children, parents and staff.

Guidelines

FS1/Little Teds

Entry

- The nursery door and gate will be unlocked at 8.30am and 12.15pm. The door and gate shall be re-locked at 8.50am and 12.35pm.
- Children will be marked on a paper register as soon as they enter the nursery.
- All latecomers after 9am and 12.30pm will have to report to the main entrance to bring their child.
- Parents will supervise their child hanging up their coat, putting their name tag for snack and accessing activities.

The nursery staff will each have a specific job. (Minimum 3 staff)

- One practitioner will support any children whose parents/carers choose to leave before the register time.
- One will stand at the entrance, record arrivals on the paper register and watch from 8.30-8.45am & 12.15-12.30pm to make sure no children follow parents/carers as they leave or leave the premises unattended. This practitioner may need to guide parents to another practitioner if they require assistance to ensure they are able to watch entry and exits at the door.
- One will be available to answer parent's questions, collect money and deal with any problems.
- After the parents have left, the member of staff watching the door will lock the outside door. Following this parents' will have to report to the main entrance.
- The door into school from nursery is not to be used by parents/carers to enter nursery or school unless child is being picked up early or dropped off late. Notice on the door informing parents/carers of this and any staff member can challenge as to why this door is being used. (Staff discretion)
- In addition to the register the total number of children in nursery is recorded each session as well as the names and times of any latecomers / early leavers.

Exit

- The outside side door will stay locked until the end of the session. The gate and door will be unlocked at 11.30am & 3.15pm
 - To collect children early parents need to go to the FS1 door through the school's main entrance. Their name and time of collection will be recorded.
 - Parents /carers must inform staff if someone else is collecting their child. The person collecting must be at least sixteen. If they are unknown to staff a password should be agreed. If the parent /carer is unexpectedly unable to pick up their child or late; they must phone the school and make an arrangement. Children will not be passed on to another adult without a password.
- Home time.
- One member of staff will be at the door.
 - One member of staff calls children to parents/carers.
 - One member of staff remains with the children in the carpet area. This staff member will also deal with the first aid book.

- Children will remain on the carpet area until their parent/carer collects them. After a child has been handed over parents or guardians are responsible for their safety.

FS2

Entry

- Reception children begin their school day at 8.50am.
- Parents may bring their child into the reception classroom from 8.40 to do work with him/her however the parent must stay until 8.50 when the bell goes.
- A member of staff is present near the school door at all times. The caretaker closes the door at 9.00am
- Children who arrive late after 9.00am will have to be taken to the main entrance registered at the office and then brought down to Reception classes.
- TA's & meal supervisors are informed how many children are present each day by class teachers.

Any children being collected early must be signed out at the main office.

Home time

- Reception children finish at 3.15pm
- Children are helped to collect together all their belongings
- Children are collected from the classroom.
- All Reception staff are involved with children leaving school.
- Vulnerable children are held by an adult and passed to parents directly.
- Parents /carers must inform staff if someone else is collecting their child. The person collecting must be at least sixteen. If they are unknown to staff a password should be agreed. If the parent /carer is unexpectedly unable to pick up their child or late; they must phone the school and make an arrangement. Children will not be passed on to another adult without a password.
- Children not collected remain with staff and escorted to the office to await collection. A member of FS2 staff remains with the children until collected.
- If a staff member needs to talk to a parent/carer the child will remain with the staff member and the parent/carer will come to them.

Missing child

FS1/Little Teds

- If a child is noticed to be missing all the remaining children will be gathered and counted together on the carpet.
- A quick second search of the nursery will be made.
- One member of staff will remain with the children. One will phone the office for help and one will start a quick search of the school grounds. The head teacher will be informed as soon as possible.
- A thorough search will be made using all available staff.
- Parents will be contacted.
- The police will be contacted.

FS2

- After each entry into school and after lunch children are counted in or sat down to check all present.
- At other times in the day if a child is missing all the children should be gathered and counted together on their carpet area

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- The classroom, toilet area, medical room, corridor and dining room are checked.
- All available staff are used to look.
- If a child is still missing the head teacher is informed and a thorough search made of the school inside and outside using all available staff.
- Parents will be contacted
- The police will be contacted