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February 2016

Dear children, families, friends, governors and volunteers

Before and after school supervision of pupils

As you all I know, I love talking to parents and families at any time. Recently I have become aware through my discussions of some misunderstanding about the School's supervision arrangements before and after school. Hence please find a "potted guide" below:

- The school day starts at 0900 and ends at 1530 – the school will take responsibility for all children from 0845 until 1535. Before and after these times they are the **legal responsibility** of their parents.
- Out of School Club staff will be present on both the infant and junior playgrounds from 0845 and will supervise any children on the playgrounds from then onwards (clearly if for any reason a member of staff is not on the playground it would fall to the parent / guardian to remain with the child until staff arrive).
- We have no objections to parents being on either the infant or junior playgrounds with their children until 0855 – but we would expect them to leave the playground promptly when asked to do so by school staff, as they need to lock gates and get to their classes on time.
- I am nearly always outside by 0845 – but my reason for doing this is to be visible and to give parents, children and families a chance to talk to me informally, I will "float" between the infant and junior playgrounds, as well as walking around outside school. Clearly I will keep my "eyes and ears open" but if I am chatting to people I am not supervising.
- If you need to speak to me and you feel it might take more than a few minutes please pop into reception and I will be able to see you after 0900, as I will need to cut any conversation short once the bus arrives or we reach 0855.
- As you might expect there are some exceptions to the above times:
 - If a child is booked into the Out of School Club the School accepts responsibility from the time they are signed in in the morning **or** from the end of the school day in the afternoon until they are picked up.
 - The same applies to children booked into an after school club e.g. PE or performing arts. We will accept responsibility until 5 minutes after the published end time of the club (normally 1635).
 - If a child is a bus passenger, we will meet the bus in the morning (normally around 0855) and escort children into school and in the evening the school will ensure children are placed on the bus. It is part of the bus companies' contract that children not simply be left at school in the morning – they must be handed to a member of staff on arrival.

Clearly we will never leave a child unsupervised and we will do all we can to ensure they are properly and safely supervised. But it does sometimes cause the school inconvenience if children are not collected on time after school, e.g. many staff are involved in after school meetings or training or they run clubs. With this in mind please see the note below:

- If a child has not been collected by 5 minutes past the end of the school day or after school activity – we will place them in the Out of School Club. **We also reserve the right to charge the normal Club rates for this child.** Clearly we will apply common sense to any situation – but parents must understand that regularly not picking up their child on time will incur a cost to them. (The majority of parents are very good at ringing us up and letting us know they are going to be late – which means we can re-assure the child and take steps to ensure their safe supervision. This is very helpful to us and we are very grateful.)

Please note the change of routine for class 2 (Miss Webster)

- Children in Miss Webster's class should report to the infant playground in the mornings, they will be collected by staff and taken into class between 0855 and 0900. We hope this will make things simpler and easier for parents and staff.

All the detail in this letter becomes effective from Monday 29 February 2016. I hope this clarifies matters and re-assures parents and families. As always please do feel free to pop in and have a chat with me if you require any clarification.

M. J. Smedley

Magnus Smedley