



Headteacher: Mrs. Jane Mullarkey
Deputy Headteacher: Ms Trish West

Safeguarding in Schools

Timekeeping

As important as it is to get children to school on time each day, it is equally important to collect them on time at the end of the day. The school day finishes at 3.15 Reception – Year 6, 11.45 for morning nursery and 3.30 for afternoon nursery. Sometimes, if your child is part of an after school club, this may be later.

If a child fails to attend school in the morning we follow agreed safeguarding procedures (e.g. telephoning home, home visits, contacting Children's Social Care).

If a child is not collected with 15 minutes of school closing, or a club finishing, the following steps will be taken:

- A check will be made for information about changes to the normal collection routine (e.g. have the office received a telephone call, has the teacher been given a letter)
- Attempts will be made to contact parents or carers, by telephone, at home or at work on the numbers they have provided.
- If no-one can be contacted we will ring the relevant Children's Social Care Area Team or the Police.

The child will stay at school, in the care of staff, until a nominated carer arrives. A full written report of the incident will be recorded in the child's safeguarding file.

It is often distressing for children when they're not collected on time. Please help us, to help your child- let us know if you're running late or if you're sending someone who's not on the collection form to pick them up.

WINGROVE PRIMARY SCHOOL

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