

**Hawthorn Tree School**  
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*'Live to Learn, Learn to Live'*

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**Re Safety Concerns – end of the school day.**

**Background**

The safety and welfare of our children is our primary concern. The school constantly reviews systems and practices to ensure high standards. The school welcomes feedback from children, our workforce and parents in order to constantly improve.

School pupil numbers continue to grow, our provision is also expanding with more clubs available for KS1 children after school.

The end of the school day is complex with children going straight home, home via taxis, over to Hawthorn Tree Community Children's Centre or to after school clubs.

Traditionally teachers have been available at the school gate to talk with Parents.

**There are a number issues arising:**

- In the Reception Year, Parents come in to the dedicated Early Years Area and have a handover to these parents alone, the adult pupil ration is higher than KS1 and Reception children do not attend clubs.
- In Key Stage One our risk assessments indicate that it is not safe to have parents come to each class external door or playground area for the handover. The current handover system whilst slow at times, provides a lower level of risk.

**Systems and procedures to ensure and improve safety**

| <b>Systems and procedures</b>  | <b>Who is responsible</b>              | <b>Current system</b>                                       | <b>Who checks</b>  |
|--|--|---|--|
| All classrooms have up to date weekly/ daily lists of pupils going to; <ul style="list-style-type: none"><li>▪ Taxis</li><li>▪ HTCCC</li><li>▪ Clubs</li><li>▪ aob</li></ul> Dedicated noticeboard each classroom. | School Administration<br>Class teacher | In place. Ensure greater rigour through regular monitoring. | <ul style="list-style-type: none"><li>▪ Senior administrator</li><li>▪ Senior Leadership Team</li><li>▪ Governors (classroom checks)</li></ul> |
| All class staff and children aware and reminded of pupils  | Class teacher                          | In place. Ensure greater rigour.                            | <ul style="list-style-type: none"><li>▪ Senior Leadership</li></ul>  |

|  |   |  |  |
|--|---|--|--|
| after school destinations. Using appropriate timetables (visual if required)/ lists.<br>Delineation of groups of children (taxi/club/HTCCC)<br>Ensure time is allocated at the end of the day to this procedure.   |   |  | <ul style="list-style-type: none"> <li>Team</li> <li>Key Stage Leaders</li> </ul>  |
| Communication parents/ Administrative team to class teachers ensures any 'on the day' changes to end of day procedures are acted upon.   | Administrative team<br>Class teacher<br>Parents   | Largely in place. Ensure greater rigour.<br>Look at systems for classroom clear prominent signage. | <ul style="list-style-type: none"> <li>Senior Leadership Team</li> <li>Key Stage Leaders</li> </ul>                                      |
| Move away as necessary from class teachers automatically being able to discuss issues after school on handover with parents  | Senior Leaders<br>Class teachers<br>Parents   | Presumption that class teacher is always available at the end of day handover to discuss issues    | <ul style="list-style-type: none"> <li>Senior Leadership Team</li> <li>Key Stage Leaders</li> </ul>                                      |
| Communication school to parents, parents to school.<br>a) Parents ensure their children are reminded each day about end of day arrangements.<br>b) Parents inform school promptly if there are any on the day changes to arrangements.<br>c) All clubs timetables to be displayed on the school website.<br>d) Parents to be aware that it may be necessary for pupils to go out with their class and teacher to the handover gate but return into school with the class teacher to be taken to a club to ensure consistent supervision. | Administrative team<br>Class teacher<br>Parents<br><br>Use of newsletter and website to inform parents. | Largely in place. Ensure greater rigour.   | <ul style="list-style-type: none"> <li>Class teachers</li> <li>Parents</li> <li>School administration</li> <li>Senior Leaders</li> </ul> |
| Year 1 (identified as at risk group), to wear high vis jackets when item d) above is in operation.   | Class teacher<br>Parents  | New system   | <ul style="list-style-type: none"> <li>Class teachers</li> <li>Senior Leaders</li> </ul>   |
| School to implement a 'Standard Operating Procedure' 'end of school day'   | HT  | na   | Senior Leadership Team<br>HT report to GB  |

Yours sincerely

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