OUTSIDE PROTOCOL & PROCEDURES

April 2025

Eureka Primary School

	Date	Minute No.	Review date
Approved by Governors	15/07/2025	16/15.07	March 2027
Reviewed by Governors	_____	_____	_____
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Outside Protocol and Procedures

Eureka Primary School has clear and robust policies around the delivery, collection and supervision of children when outside.

Morning:
Children arrive in school from at 8.40am, with registration at 8.45am. FS2 children are taken to the FS2 entrance and door with their parent / carer and the teacher or TA is at the door to greet the children. Thinkers and Explorers enter school through the main gate and Investigators and Enquirers through the car park gates, having left their parents / carers on the playground / outside of the school gates. The Headteacher, or a member of staff, is out at the school gates from 8.40 – 8.45am.

Breaktime (10.10 – 10.30am):
All children are out on the playground and each playground is staffed accordingly, including first aid. Teaching Assistants may be assigned to specific children. To signal the end of breaktime, the teacher raises their hand. This is the signal for children to quietly and calmly walk into school. Classes on the smaller playground line up when the teacher raises their hand. Class teachers / Teaching Assistants are in the classrooms waiting for the children.

Lunchtime (12.00 – 1.00pm):
There is a midday team plus the Headteacher and Teaching Assistants who support at lunchtimes. Adults are in the hall and outside on the playgrounds / field. One of the Middays is the assigned first aider each day. Lunchtime equipment is packed away at 12.55pm. If it is required that the children need to stop and listen, a whistle is blown. To signal the end of lunchtime, the same system as breaktime is used, with a Midday raising their hand.

FS2 & KS1 Breaktime (2.15 – 2.30pm):
Two classes are out on the playground with both Teachers. The hand raising system is used at the end of this breaktime too.

Outside Learning:
Any learning that takes place outside is always with a Teacher or TA and, at times, with outside providers. Children will line up before sensibly entering back into school.

End of school (3.15pm):
FS2 parents / carers pick their children up from the FS2 door and the Teacher or TA sees the children out.
Y1 / 2 children are seen out of their classroom door by the Teacher or TA to parents / carers waiting on the playground.
Y3 / 4 children leave via the fire exit door outside of their classroom. The Teacher or TA sees the children out to the parents / carers waiting on the playground.
Y4 / 5 and Y5 / 6 children are escorted to the car park gates by the Teacher or TA. Parents / carers wait outside of school, at the school gates.
The Headteacher, or a member of staff, is out at the school gates from 3.12pm.

After school clubs:
At the end of a club, children leave through the front of school. The Club Leader sees the children out to parents / carers waiting on the playground.

If any children are not picked up at designated times they wait in the reception area at the front of the school. An adult is present and contact is made via telephone.