PUPIL SECURITY AT THE CROFT

LITTLE CROFTERS & LITTLE CROFTERS PRE-SCHOOL

- The Little Crofters doors are always locked or staffed
- Parents must use the doorbells or attract the attention of a member of staff to gain admittance
- Children must be collected from the staff on duty in the classrooms

RECEPTION & PRE-PREP (Yrs 1 and 2)

- Staff are on duty in the classroom & playground from 8.25am
- The bell for the start of the school day rings at 8.45am
- At the end of the day children should be collected from the doors to the Covered Areas
- **Children may never walk to the car parks without an adult**
- Children who are not collected on time will be taken to Late Duty (3.30pm - 4.05pm)
- Children who have not been collected by 4.05pm will be sent to the Main Office where they will be supervised until collected or taken to Wraparound Care where an additional charge may be levied

PREP (Years 3-6)

- Staff are on duty in the playground from 8.25am. Any child left unsupervised in School before this, will be sent to the Main Office where they will be supervised until collected by a Senior Member of staff.
- Children in Year 6 assemble near the adventure playground
- Children in Year 5 assemble in the clocktower playground
- Children in Years 3 & 4 assemble in the courtyard playground
- Children then line up outside their classrooms and are admitted by their class teachers
- At the end of the day, Years 3 and 4 wait to be collected in the courtyard playground, under the supervision of the member of staff on duty
- At the end of the day, Years 5 and 6 wait to be collected in the clock tower playground, under the supervision of the member of staff on duty
- **Children may never walk to the car parks without an adult**
- Children who are not collected on time will be taken into Prep and must remain there until 4.30pm
- Children who have not been collected by 4.30pm will be sent to the Main Office where they will be supervised until collected or taken to Wraparound Care where an additional charge may be levied