

DELIVERING / COLLECTING **CHILDREN FROM THEIR CLASS AND** **JUNIOR YEAR GROUP TRANSITION** **PROCEDURE**

Breakfast Club- Delivering Children to their classrooms.

All of the children are sat together whether this is in the hall playing a game or in the dining room. The register is taken by a member of staff to ensure that all children are present.

Junior delivery:

The Juniors are asked one Year Group at a time to go and get their belongings. The year 6 children independently go to their classroom. Year 3 children line up in the hall by the Year 3 classrooms and wait with a Fusion member of staff until they can go into their classroom with a school member of staff present. Years 4, 5 and 6 line up in the dining room. Children will only enter their classroom when there is a member of school staff present children will never be left unattended. When all Junior children are delivered to their classrooms, they are marked off the register as 'delivered to class'.

Infant delivery:

The Infant children are asked to get their belongings. When all of the Junior children are safely in the classroom accompanied by school staff, the remaining Infant children and the rest of the staff walk over to the Infant School. We ensure that children are responsible for their own belongings and they carry them themselves. The Infant children and staff leave through the doors in the Junior long corridor and walk down the steps, go past the Infant School Reception and follow the path to the Fusion entrance. Once inside the school building, children are then divided into their Year Groups and two members of staff take a Year Group and delivers them to their classroom and their class teacher, ensuring that the teacher is aware that they have entered from the inside of the school. Fusion staff take the children to their classroom via the inside and find the safest route- this is often through the hall, but when this is not possible alternative inside routes will be taken, ie via the courtyard. Once all children are delivered to their class, they are marked off the register as 'delivered to class'.

Any parental communication, written or verbal are handed/relayed to the Class Teacher/TA. Fusion also informs the Class Teacher/ TA if an accident or incident has occurred at Breakfast Club or if Fusion have any particular concerns about a child that day.

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Collecting children from school and taking them to Fusion

Both the Infant and Junior registers will already have extra-curricular clubs written on before collection. It is a parent's duty to notify Fusion if their child/ren is attending an extra-curricular school club.

Infant Collection:

Two members of staff take the register and work their way through it, starting at Lime class in Reception and all the way round to finish with Oak Class in Year 2.

Staff go to each internal classroom door and collect the children from that particular class. They greet them and ask them about their day, tick them off on the register, initial and add the time that they have collected that child. Fusion ask the teacher/TA if there have been any accidents in the classroom. Staff then direct children into the hall, where children put their coats and bags away and are greeted by other staff members, ready to be engaged into a range of activities.

Junior Collection:

Junior children independently make their way from their classroom to the dining room, where they are greeted by Fusion staff.

The children sign themselves in by looking at the digital clock and write the time they arrive at Fusion in the 'present' column on the register. They will read the visual timetable/checklist to see what is on offer or what is happening ie which Year Group is joining the Infants. Children then sit down quietly and have a chat about their day and wait for all children to arrive, before the final register is taken by a member of Fusion staff. Staff and children will then go through the checklist and decide what activities they would like to participate in.

For both the Infant and Junior collection, Fusion follow the **Checking the First Aid Books Procedure- Existing Injuries.**

Junior Year Group Transition:

Due to Fusion having more space in the Infant school and it being our main hub, there needs to be more children in the Infant building to ensure each child has sufficient play space. Each day the number of children and the Year group/(s) that come over to the Infants, vary.

At briefing the Manager will inform staff of what site they are positioned on for the session and will also specify the Year group(s)/group of children that are coming over to the Infant school. Children will be transitioned by staff. There are always working Fusion mobiles during the transition.

Once all children have self-registered and have been checked/accounted for, a member of staff(s) and the chosen Year group/children are then transitioned over to the Infant School with any medication/epi-pens, paperwork. They use the same route

as we always do between the Junior School and Infant School, which is out of the white double doors in the Junior School long corridor, across the playground, past the



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Infant reception and then round to Fusion's entrance. The chosen Year Group arrive at the Infant school, put their bags and coats away and the member of staff places the register on the parent's table. Any other forms, ie existing injury forms will also be transitioned with the children. The chosen Year Group will then have their session with the Infant children. This gives all children a good mix to socialise with older/younger children and promotes effective peer role modelling. An additional register will be taken if required when the transition process is complete.

When medication, such as epi-pens, need to be transported from the Junior site to the Infants, only a member of staff who is First Aid Trained will do so. This means that if a child needs to receive First Aid during the transition, then there is a qualified First Aider present.

All Junior children will be in the Infant building by 4:30pm.

Adopted on: 04.09.2014

Last Reviewed on: 01.04.17

Reviewed on: 01.04.18

Next review Due: April 2019

Signed.....
FUSION CHILDCARE SERVICES

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and Suitability of Premises, Environment and Equipment. [3.62, 3.64] and Information and Records [3.76].