



KELVINDALE PRIMARY SCHOOL

A Guide for Playground Users



PUPIL PLAYGROUND CHARTER

1. Play in your own area.
2. If you have a problem, speak to adults in playground and tell your teacher after break.
3. Only use soft balls on our playground.
4. Put litter in the bins.
5. No food to be taken out of lunch hall to playground.
6. Stay safe inside our playground.
7. Remember! Toilets are not play areas.

**As agreed by Pupil Council
June 2013**

PLAYGROUND CHARTER for PARENTS/GUARDIANS

This charter should be read alongside the Pupil Playground Charter.

These guidelines have been agreed in consultation with The Parent Council, with the understanding that all stakeholders have an overriding desire to ensure the health & safety of all pupils at all times.

In discussion, the following principles were agreed as the foundations of the guide: -

1. The security, well being and health & safety of all pupils are paramount and every adult using the playground has a responsibility to recognise this.
2. The playground is the children's play area and learning area.
3. Prior to 8.57am and after 3.15pm, the Adult Zone in the playground is recognised as contributing to the community spirit of Kelvindale Primary School stakeholders.
4. Adults do not challenge any child in the playground.
5. Picnic tables are for the exclusive use of Kelvindale pupils.

The ADULT ZONE in the Playground

The Adult Zone is the designated waiting area for adults to 8.57am and after 3.10pm. This Adult Zone is for parents/ carers entering via either gate to the playground. Parents/ carers entering from Weymouth Drive please cross the playground to the Adult Zone without delay.

Exceptions :-

1. At 3.15pm parents/ carers of P1-P3 children go to the appropriate circle to collect their child(ren) from class teacher .
2. From August to September Weekend holiday parents/ carers of P1 children may stand with their child(ren) at the Class Circle until the class teacher arrives. After the September Weekend holiday all parents must leave playground when 8.57am bell rings.

The Adult Zone timetable

<u>Parents/ Carers arrive in playground no earlier than</u>	<u>Adult Bell Rings</u>	<u>Parents/ Carers leave playground no later than</u>	<u>Pupil/ Staff Bell Rings</u>
8.45 am	8.57am	8.57 am	9.00am
3.10 pm	--	3.30 pm	3.15pm

Adult supervision in playground starts at 8.45am. We strongly advise that children do not arrive in the playground before this time. Children may arrive in playground before 8.45 am as long as parents/ carers recognise their children will not be supervised until 8.45am. The Adult Zone is not in use before 8.45 am.

LUNCH TIME arrangements

August – Friday before 1st Monday in September

Parents/ carers collecting children going home for lunch may enter playground at 12.10 pm and wait in the Adult Zone for their child. On return from home lunch, children enter school by main entrance. Adults do not go into playground at this time.

From 1st Monday in September

All children going home for lunch will leave from and return via main entrance. Parents collecting children for home lunch please wait outside main entrance.

GLASGOW CITY POLICIES

In addition, there are Glasgow City Council Policies regarding Health & Safety which must be followed at all times by everyone on Glasgow City Council Property :-

1. Dogs are not allowed on school grounds for Health & Safety reasons.
(Management Circular 76, 2.6 Dogs)
2. Smoking is not permitted anywhere on Glasgow City Council property.
(Master Safety File 44.)
3. The tunnel from the gate to the playground is a designated emergency exit and must be kept clear at all times.

PARENT/ TEACHER COMMUNICATION

It is important to all staff that you feel able to communicate with them, and that your enquiries are dealt with promptly and sensitively.

At 9am a class teacher's priority is to escort his/ her class indoors and help their class settle into their school day. If you need to pass a message to a class teacher please use one of the established methods listed below or if none of these methods are appropriate come to the school office where a member of staff will be happy to help you.

- Use homework diaries to pass on simple messages or points of information
- Write the teacher a note to detail more important or private information
- Phone school office from 8.30am where a member of staff will be happy to help you.
- Senior management are always happy to help you.

Thank you for your co-operation and support in ensuring every child's health & safety in the playground.

