



START AND END OF DAY PROCEDURE AT Phoenix College Paton Close CAMPUS

Start and End of Day Procedure

When working within the NCC campus:

Arrival time for all staff is 8:40am. All members of staff are expected to be in College area by 8:45am preparing for the start of the day. However, there is an expectation that preparation has already been made the afternoon before. All members of staff are required to sign in with their tutors. If a member of staff is late, the reason should be reported to the senior leader on site.

From 8:45am – 3:20pm, personal mobile devices must not be used outside dedicated break and lunch times. Personal devices should not be used in front of students. The only exception to this is where permission has been granted by the College Principal. If a member of staff is ill, they must make contact via the designated phone line or contact the College Principal as early as possible and no later than 7.15am.

Students will arrive via the front gate. The support workers will be down on the front gate from 8.45. When a student arrives they should immediately be collected and escorted up to the College Floor, at the same time ensuring the escort / carer has given their name which will be written on the sign in sheet. The member of staff on duty is responsible for the sign-in sheet being fully completed. Once the Tutor has allowed the student access to the college building and the escort/carers has left, the student becomes the responsibility of Phoenix College.

If a student is having difficulties due to medical reasons or problem behaviour, it is expected the Tutor will assist if agreeable with the parent/carers or escort.

The attendance record should be taken between 9.00-9.15am. It is the responsibility of the Tutor to ensure this is completed but can be delegated. A second attendance record must be taken at the end of the lunch period, 12.45-1.00pm.

If a student is late, the Tutor should inform the senior member of staff on site, who will investigate the reason for the lateness or possible absence.

From 3.18pm, Tutors must begin preparing students for home time. The Tutor must ensure a student has all their belongings they require before 3.20pm.

The member of staff on duty will notify classes once a carer / escort has arrived. The student should be taken to the front gates by Support Workers. Once the student has been handed over to the escort / parent and left the building, they become the main responsibility of that individual. It is the responsibility of the parent/escort to ensure the student has been signed out appropriately, including a record of who collected them. This should be checked by the Tutor.

If a student's transport or parent/escort is late in collecting the student, the student remains the responsibility of the Tutor. At 3.35pm, the Tutor should alert the senior members of staff on site, who will communicate with the transport company or carer to establish the reason for lateness and expected time of arrival. The student must remain supervised by the Tutor until the collection has been completed.

Once the student has been collected, the Tutor should complete their assigned cleaning task and pack away any resources finished with for the day. All personal data must be stored securely in the cupboards provided and all electronic equipment must be locked away in the appropriate place. All keys must be placed back in their secure place. All windows must be closed and locked. All kitchen appliances must be switched off before leaving, with the exception of the fridge and freezer. Hallways must be clear of resources when not in use. Staff must sign in and out whenever they arrive and leave the building.

All Phoenix College staff must attend the weekly staff meeting each Monday at 3:30-4pm. If a member of staff is unable to attend the meeting, permission must be granted by the College Principal as soon as possible.

Members of staff may need to attend additional training sessions or meetings at other Phoenix School sites. These sessions will be communicated in advanced.

Last review: January 2021

Date of next review: January 2022

Review group: Phoenix Autism Trust – Board of Trustees