



### **Drop off and Collection Procedures**

#### KEY PRINCIPLES:

- Class Teachers / School Staff are responsible for the orderly dismissal of pupils from their classrooms
- Class Teachers / School Staff must be sure that pupils' leaving arrangements are SAFE.
- Class Teachers / School Staff will not allow children to leave with unknown persons, or other parents without prior knowledge of the arrangement.
- Given the location of the our School, children in Years 5 & 6 will only be allowed to walk home alone with written permission from parents and agreement from school that it is appropriate and safe to do so.
- Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent on or before the day.
- Parents will drop off / collect children (or arrange for this to happen) punctually
- Parents will collect children after extra-curricular (or arrange for this to happen) punctually at 4:00pm. No child will allowed to be able to walk home alone from a club.
- Late drop off / collection will be monitored by the Parent Support Officer
- Allowances will be made in extenuating circumstances.
- If parents, contact school to inform school they have been delayed due to unforeseen circumstances, then parents are asked to try and make alternative arrangements or book the child into an after-school Club. Children will be kept safe until they arrive.
- **All children** must arrive at school by 8.40am, otherwise they will be considered late.
- **EYFS/ KS1** children will only be released at 3pm to a sibling over **16 years of age**.
- **KS2** children may be released at 3pm to a sibling of **secondary school age**.
- Children **will not be released** to any adult that is unknown to school or **to another parent** unless school has been notified in advance. If an unknown adult or another parent comes to collect without school being informed in advance and we cannot contact parents, the child will remain at school until we can make contact with someone on the contact list.
- **In Y5/6 parents** can request that pupils walk to and from school at 3pm. The school will consider location of house from school, roads that will need to be crossed, any special needs the children might have, the time of the children leaving school – for example in the winter it is dark after extra-curricular activities before granting permission
- **No child** who attends afterschool club will be allowed to walk home on their own.

#### DROP OFF and COLLECTION:

- Teachers / Support Staff will supervise pupils on the premises from 8.40am – they will open classroom doors and children will be allowed into school at this time.
- Teachers will dismiss their pupils from their classroom doors, into the charge of a recognised parent, carer or responsible adult who is accompanying the child to their home.
- Years 5 & 6 will only be allowed to walk home alone with written permission from parents and agreement from school that it is appropriate and safe to do so.
- If a child is not collected by 3.00pm the school office will be notified and parents will be contacted.
- The expectation is that parents collect at 3.00pm unless there is an extenuating circumstance.
- The above applies if children do an extra-curricular activity – the expectation is that they are collected promptly at 4.00pm unless there is an extenuating circumstance.
- If the child/ren is/are not collected promptly, the senior leadership team will be informed and parents will be contacted.
- All late collections will be monitored and logged and where applicable the late drop off and collection protocols will be implemented. (See below)
- Regular late collection may result in school not allowing a child to attend a club.
- Children may not be released from school with someone if they are showing signs of distress or anxiety.
- Children will not be released if the teacher feels that the parent is not in a fit state to ensure their child's safety. This will be immediately reported to the Designated Safeguarding Lead in school.

#### PARENT RESPONSIBILITIES:

- Parents should ensure that pupils do not arrive at school before 8:40am; unless they are attending Breakfast Club as staff are not on duty until 8.40am.
- Children are not allowed on the playground unsupervised if they do arrive prior to this time
- Parents are not allowed to leave the children unsupervised on the playground in a morning.
- Parents must pick up their children at 3.00pm promptly or promptly at 4.00 pm if their child attends an after school club.
- Parents are expected to make it clear to the School, at the start of each term, the standard arrangement for collection and travel home and to telephone or send in a signed note on occasions that this arrangement is changed.
- Parents must inform school if their child is being collected by another parent or friend as school will not release children if they do not have prior consent from a parent / guardian.

- Where there is any doubt, Staff will hold the child in school and inform a Designated Safeguarding Lead who will take responsibility for the child and seek clarification by telephone.
- When parents receive their children, it is their responsibility to supervise their children as they leave the school site. The school takes no responsibility for accidents incurred on the school equipment after handover.
- Children are not permitted to play on the school premises
- No balls are allowed on the playground before or after school.
- Telephone the emergency contacts need to be provided by the parent/carer to the school and updated when changes are made

## CHILDREN

- Child Children are expected to leave with the known adult promptly and sensibly.
- Children should not use any of the school's play equipment after school. Children will be made aware through assemblies and safety lessons of the danger and will be expected to be under close supervision by their parents at all times.
- Children should not attempt to leave without speaking with the class adult

## CLUB LEADERS

- Club leaders have responsibility to ensure that all attending pupils are handed over to the agreed recognised responsible adult on the school staff after their session has finished.
- In no circumstances will children be left alone to wait for their parents.
- If parents do not pick up promptly at 4.00pm, then the children will be placed in the care of an adult and parents will be contacted.

## GENERAL INFORMATION

Children travelling to and from school alone- "There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school".

The NSPCC advise the following:

- Children under 8 should not be outdoors for a considerable length of time unaccompanied
- Children under the age of about 12 should not be home alone for more than a very short period of time

The school is not responsible for the safety of children on their journey to and from school.

- If parents choose to let their Year 5 / 6 child travel to/from school independently, then they should assess the risks associated with the school route and their own child's confidence.
- Parents should write to the School expressing a wish to let their child walk home.

The School will consider the request and make a decision based on the individual case / child. Consideration will be made as to the walking route – e.g. whether there are footpaths, streetlights, major roads to cross etc.

- Parents should work with their child to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness.
- The school requires written parental consent for their children in years 5 and 6 only to walk to and from school alone (see appendix 1).
- If a child should not arrive home at the expected time the parent/carer is expected to notify the school immediately.
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with the Educational Welfare Officer or Children's Social Care.
- School will inform parent/carer of the possible arrangements that may be put into place for their child if they continue to collect their child late and an invitation to parents to meet with the Parent Support Officer /Principal for a discussion about their circumstances. (See appendix 2).
- If a parent/carer wishes for their child to be collected by someone who does not have parental responsibility, whether this is a regular or pre-planned arrangement, the parent/carer must put this in writing or inform the school office.
- In the event of alternative arrangements being made in an emergency, the parent/carer must give verbal consent for an agreed person to take the child home. The school will text / phone the parent/carer to confirm that this arrangement was made at their request and with their consent
- In the event of a child not being collected from school and the school being unable to contact any emergency contacts / receiving no notification from the parent/carer within 90 minutes of the end of the school day, the school will follow its child protection procedures, i.e. the Police will be informed and a safeguarding referral will be made to Children's Services.
- The school will keep detailed, timed records of the action taken and calls made to contact the parents/carers and emergency contacts.
- Under no circumstances will school staff take the child home with them.
- Once the situation has been resolved, parents/carers will be invited to meet with the Principal /DSL to discuss the steps they could take to avoid a recurrence of this situation, e.g. ensuring that the school has current contact details, including emergency contacts.

## EARLY COLLECTION PROCEDURES

- Whenever pupils need to be collected before their formal dismissal time, parents/carers must provide prior notification by writing or by telephoning the school.
- This is to ensure that the class teacher is notified and therefore has sufficient time to distribute any homework/notices.
- At the time of early collection, parents/carers must report to the school office.
- Parents/carers are required to sign the child out with the time that the child is being collected.

- Office staff will notify teachers that the parent/carer has arrived to collect the pupil.
- Parents/carers are kindly requested to wait in the foyer area for their child to arrive from the class.
- The School recognises that at times, pupils will need to attend appointments (including medical appointments) during the school day. However, the school requests that these should be avoided. In such cases, parents/carers are welcome to collect their child for the appointment and then return them to school during the school day.
- Parents are required to sign their child out of school.
- The office will ensure that the child is signed out of school when leaving the premises.
- When parents return their child to school, they must report the child's return to the school office so that the school is aware that the child has returned and is back on the school premises.
- The office will ensure the child is signed back into school upon their return.