



ARRIVAL AND COLLECTION OF CHILDREN POLICY

Reviewed: March 2021

Next Review: April 2022

Ratified by the governing body 19.03.21

Amended by K. Morgan

Signed *A.M.Boyd* HT

C Barclay COG

Our school has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they depart at the end of the school day.

UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED OFF THE PREMISES WITH ANYONE OTHER THAN AUTHORISED COLLECTORS i.e. THOSE SPECIFIED BY PARENTS/CARERS OR LEGAL GUARDIANS.

If there is a request for a specific person not to be allowed to collect a child (e.g. in child protection or custody cases) **written instructions** must be provided to the school by the parents/carers or legal guardians so the school is fully informed.

If in an emergency, a parent phones and asks for an unauthorised collector to collect the child, the collector will collect from the class door or the main entrance by agreement. Admin staff will ask for a description of the person collecting if they are not known to us, we may also use a password. We will inform the teacher of the change in collector before school closes.

It is the parents/ carers/ legal guardian's responsibility to ensure the safe collection and departure of their children at the end of the school day by facilitating the school with the correct and up to date information.

If there is any doubt about the collection of a child at the end of the school day the child must be brought by the teacher to the reception area where the admin staff will contact parents using the contacts list in order and agree collection of the child.

If no-one arrives to collect a child and the parent cannot be contacted within 30 minutes of the end of the school day, the senior staff on duty will contact Social Services and/or the police to inform them we have an uncollected child on the premises.

If a child is absent from school parents /carers /legal guardians are required to inform the school as soon as possible on the **first day of absence** so that the school is fully informed as to why the child is not present at school.

The start/end of the school day is as follows:

Please see Appendix 1 for staggered start and collection times due to Covid pandemic.

Arrival for school

The gate leading from Passfield Way is opened each morning at 8.50 a.m. It is locked again at 9.00 a.m. Porch entrances are opened at 8.50 a.m. and the children need to be in class by 9.00 a.m. – all teachers are in their areas ready to receive children 10 minutes before the start of the school day. For safeguarding reasons we do not allow parents into classes each morning. Teachers are available for a quick chat by request if needed on the yard, however, they are required to be with the children at this time and start register promptly at 9 am. Children must not be on the site unsupervised before 8.45 a.m. Parents/carers are responsible for their children until they enter the building at 8.50 a.m.

Arrival for Breakfast Club

Arrival is through the fire doors in the small hall and doors open at 7.45 am every day school is open. We do not allow pupils on site before this time as there is no supervision.

Departure

The school day officially ends at 3.15 p.m. The gates to the steps leading to Passfield Way and the gate leading to Waveney Road are opened at 3.10 p.m. and locked again at 3.25 p.m. All parents/carers who pick children up from school collect children from their respective porches.

Lower School going home

Parents must name the authorised collectors of their child before the child starts school. If there are any changes to these arrangements parents need to inform the school immediately by contacting the school office.

All children must be collected by an adult age 18 or over. In a minority of cases the school may come to an agreement with a parent/carer to release a pupil to a reliable and trustworthy person under the age of 18 eg a sibling from the Academy. We require parents to put this in writing which will be held on file before we can release the child.

Upper School going home

We agree that older children can make their own way home if parents wish, via the steps on Passfield Way or through the gate on Waveney Road. These gates are supervised so if there are issues staff are available.

Parents who do not wish their child to make their own way home must ensure they or a known adult are at the porch entrances in good time to meet their child. Parents must ensure their child knows who is collecting them after school each day before they leave home in the morning. We require confirmation from parents of pupils not to be released to walk home alone this may be in the form of a letter or phone call.

After School Clubs Admission

Pupils going to our after school club will be collected from their classes at 3.10 pm by the ASC staff to enable them to be in the club before the rest of the pupils leave the premises. This means we can check we have the correct pupils before other pupils start going home.

Pupils going to after school sports clubs will be called out by their class teacher. They will meet with the leaders in the heart space or come to the main hall. Each class has a note

on the door of children going to clubs weekly.

After School Club Collection

Children staying behind for after school clubs must wait in the main foyer to be collected by a responsible adult, using the school's main entrance. Those older pupils with permission to walk home may be released by the teacher in charge. Staff will remain with others until they are collected. Any pupil not collected will be referred to the senior manager on late duty (rota for each half term). They will contact social services in line with our safeguarding procedures.

Changes to collection points

If for any reason pupils cannot be collected from the usual points, parents will be informed by text message and a member of staff will be on the gates to redirect parents to new collection zones.

Appendix 1

No breakfast club or after school clubs will take place during Covid pandemic.

Class	Drop off		Collection	
	Time	Place	Time	Place
Pre school	8.50 am	main reception	11.50 am	main reception
Classes 1 and 2	8.40 am	Small hall doors	3.05 pm	Small hall doors
Classes 3 and 4	8.40 -8.50 am	Reception class gates (not MUGA)	3.10 pm	MUGA
Classes 5 and 6	8.40 -8.50 am	Waveney Road or Passfield Way gates	3.15 pm	Waveney Road or Passfield Way gates
Classes 7 and 8	8.40 -8.50 am	Waveney Road or Passfield Way gates	3.15 pm	Waveney Road or Passfield Way gates
Classes 9 and 10	8.40 -8.50 am	Waveney Road or Passfield Way gates	3.20 pm	Waveney Road or Passfield Way gates
Class 11 and 12	8.40 -8.50 am	Waveney Road or Passfield Way gates	3.20 pm	Waveney Road or Passfield Way gates