

Be ambitious; Be curious; **Be you**



**St Chad's CE Primary School**

# Collection and Drop Off Arrangements

## KEY PRINCIPLES

- Class teachers are responsible for the orderly dismissal of children from their class
- Class teachers must be sure that children's leaving arrangements are **SAFE**
- Class teachers **MUST** track and observe the pupil physically meeting their parent/carer
- Support staff will support any cover/supply teachers in dismissal of the class as they are unfamiliar with the adults collecting
- Class teachers will not allow children to leave with **UNKNOWN** adults
- Children in **YEAR 5 and YEAR 6** are only allowed to walk home alone with written permission from parents and in agreement with the Headteacher that they are 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
- Where a person other than a child's parent/carer is collecting a child from school – **the school expects to be informed**, if we are not informed then we will keep the child concerned until contact can be made from school to the parent of the child to check if the person collecting is known to the parent

### EYFS – Nursery & Reception

- Nursery and Reception children will be dropped off and collected from the multi-coloured gate on the main car park. This area will be cordoned off with orange cones so that it is **SAFE**. Nursery children can be collected from the main school office at lunchtimes. **FROM SEPTEMBER ALL NURSERY CHILDREN WILL BE COLLECTED FROM THE MULTI-COLOURED GATE** at lunchtimes. When children begin in Early Years Foundation Stage, parents need to make the teacher aware of who will be collecting the child each day
- Parents of EYFS children will need to provide a password on their admissions form that can be used by a different to normal person collecting
- Passwords are stored in the main office
- Staff must contact the office to confirm the password for a particular child before releasing the child
- Where a different person to the one that usually collects is sent to pick up a child – school needs notification as they **will not** release a pupil to an **unknown** adult or to another parent and this person must have the password on file for that child

### KS1 & KS2

- Parents with children in Key stage 1 and 2 are asked to provide a password for collection of a child if being carried out by an unknown person. This supports the safe collection of the child.
- Where a password has not been provided, the school office staff will contact parents to seek further information and consent to release the child. **A child will not be released if we cannot make contact with their parent or if we have not heard from their parent in advance.** Please do not get upset by this process, it is to keep your children safe.
- There will be a member of school staff at the bottom of the school drive and at the main gate at drop off and collection times.
- We ask **ALL** parents to drop off and pick up their children punctually.
- Please note that there is an expectation that children are collected promptly at 3.15pm. If children are left uncollected by 3.20pm then they will be taken to after school club and a charge will apply.
- Late collection at St Chad's is monitored by Mrs Draper and reported to the School Leadership Team

## KEY SUMMARY POINTS

- No child must be left unattended on the playground or at the school gate. The children are parent/carers responsibility until staff open the gate at 8.45am. If children are dropped off, without supervision, they will be placed in before school club and charged accordingly.
- **All children MUST be in school by 8.55am** – gates and doors will be locked at this time. It is the parent's responsibility to be on time. If parents are late, please accompany your child up to the school office where you will need to register your child on the Inventory system as late and the reasons for this.
- The Attendance Officer (Miss Hyde) and SLT will monitor lateness. They will offer support where appropriate. However, parents who persistently drop children off late despite support from school will be referred to the Education Welfare Officer.
- **EYFS & KS1** children will only be released to a sibling over the age of **16 years of age** and staff will ask them to provide proof of their age.
- **KS2 children** may be released 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 or the person collecting is able to provide the password given to school by the child's parent/carer.
- If an unknown adult or another parent comes to collect without school being informed and we cannot contact the parent – the child will be placed in after school club until we can contact parent. A charge will apply.
- We recognise that there are occasions where parents are delayed through no fault of their own e.g. traffic jams etc. Children that are not collected on time will be placed into after school club and parents charged accordingly.
- In YR5 and YR6, parents can request that their children walk to and from school on their own. However, there needs to be some discussion and agreement with school as to whether the children can walk home safely. Therefore, in light of this, parents will need to speak with the class teacher to discuss this matter. If a satisfactory agreement cannot be reached, then the parent will meet with a member of SLT to discuss this further. They will consider location of the house from school, roads that will need to be crossed, any special educational needs the children have, the time of leaving school – for example if it is dark in the winter after extra curricular clubs have finished.
- Provided that there is a suitable agreement, the school then requires written parental consent for their children in **YR5 and YR6 only** to walk home alone. These consent letters will be kept in the office and office staff will inform teaching staff which children have [permission to walk home alone. If parent's decisions change for whatever reason, then they **MUST** inform the office so that all school staff can be informed.
- In the event of a child not being collected from school and school not being able to contact parents/emergency contacts, after **60 minutes** the school will follow its children protection procedures and the police and children's services will be informed.