



Drop Off and Collection Information

KEY PRINCIPLES

- Class teachers are responsible for the orderly dismissal of pupils from their classrooms
 - Class teachers must be sure that pupils' leaving arrangements are **SAFE**
 - Class teachers **must** track and observe the pupil physically meeting their parent/carer
 - Class teachers or teaching assistants will support PPA teachers in the dismissal of the class as they are familiar with the adults collecting
 - Class teachers will not allow children to leave with **unknown** persons
 - Children **in Years 5 & 6** are only allowed to walk home alone with written permission from parents and agreement from 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 – school **expects** to be informed
 - Class teachers must not engage in a conversation with a parent until all children have safely arrived or have been dismissed from school. You must ensure children are adequately supervised before engaging in a conversation with a parent.
-
- When children start in Early Years Foundation Stage parents, need to make the teacher aware of who will be collecting the child each day
 - Parents in EYFS provide a password on their admissions form that can be used by a different to normal person collecting
 - Passwords are stored in the main school office
 - Staff must contact the office to confirm the password for a particular child before releasing the child
 - Where a person different to the one that usually collects is sent to pick up a child – school needs notification as they **will not** release a child to an **unknown** adult or to another parent and this person must have the password that we have on file for the child
 - Parents in KS1 and KS2 are asked to provide a password for collection of their child if being carried out by an unknown person. This supports the safe collection of the children. Where a password has not been provided, the school office will contact parents to seek further information and consent to release their child. A child will not be released if we cannot make contact with their parent or if we have not heard from the parent in advance.
 - Parents who are late then the children will be placed in Badgers and there will be a charge. Please note there is an expectation that children are collected promptly at 3:15pm
 - Late collection is monitored by Receptionist and reported to SLT

The following are the Key Summary Points:

- No child must be left unattended on the playground. The children are parent/carers responsibility until staff open the doors at **8.40am**. If children are dropped off, without supervision, they will be placed in **Badgers** and parents will be charged accordingly.
- All children must be in school by **8.45 am** – Gates/doors will be closed at this time. It is the parents responsibility to be on time.
- The Attendance Officer (Mrs Hill) 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 Attendance Team



- **EYFS and KS1** children will only be released to a sibling over **16 years of 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 in advance and we cannot contact parents – the child will be placed in Badgers until we can contact parents
- Whilst 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 Badgers and parents charged according
- In Y5/6 parents can if they wish request that pupils walk to and from school. However, there needs to be a discussion and agreement with school as to whether the child/ren can walk home safely. Therefore, in light of this, parents will need to speak with the class teacher to discuss the matter. If a satisfactory agreement cannot be reached, the parent will meet with a member of SLT to discuss this further. They will consider location of house from school, roads that will need to be crossed, any special educational needs the children might have, the time of the children leaving school – for example in the winter it is dark after extra-curricular activities
- Provided there is a suitable agreement, the school then requires written parental consent for their children **in Years 5 and 6 only** to walk to and from school alone
- In the event of a child not being collected from school and school not being able to contact parents/ emergency contacts, after **60 mins** the school will follow its child protection procedures and the police and children's services will be informed.

After School Club Collection:

- Staff dismissing children from an after-school club must ensure that arrangements are **SAFE**.
- Staff member dismissing must tick off from a register to track what children have been dismissed to ensure all children are accounted for.