



# Easingwold Primary School Drop off and Collection Policy

## Purpose

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of a school day and guidance for parents in the event of them being late/unable to collect their child.

## Aims

- To keep children safe.
- To ensure that all members of the school community are aware of the correct procedures for the beginning and end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

## Policy:

### **Dropping off of Children:**

- Children can be dropped off at any time between 8.40am and 8.50am. Upon arrival EYFS and KS1 children must enter the KS1 gate where a member of staff will be on duty and go straight to their classroom where a member of staff will supervise them. KS2 children must walk through the KS2 gate where a member of staff will be on duty and take themselves straight to their classrooms. At 8.50am sharp both gates will be closed and locked.
- Parents are not permitted to use the school car park before and after school to try to gain entrance to the school car park. The Caretaker secures the site against vehicular access at drop off times due to the high volume of pedestrians accessing school between these times.
- A member of staff will be available at the area to the front of the school to supervise bus drop offs and to escort those children arriving by bus to their classrooms.
- Any child arriving after 8:50 must enter school through the main entrance so that the Office Manager knows they have arrived. Where children arrive after 8:50am but before the registers have closed at 9am they will be sent directly to the classroom to be registered. Where children arrive after 9am when registers are closed, they will be registered by the Office Manager and recorded as late 'L' in the registers. If a child is brought to school after the gates have closed, an adult is expected to accompany them to the office and will be expected to complete a late form for our punctuality records. other than exceptional circumstances any lateness will be recorded as unauthorised in the register.
- In order to ensure the safety of all the children the external doors will be shut and secured after the gates have been closed at 8.50am.

## **After School Collection**

- The school expects children to be collected at the end of the school day, which is 3:15pm (Reception) 3.20pm (Years 1 and 2) and 3:30pm (Years 3, 4, 5 and 6).
- We understand that sometimes circumstances can result in a change to collection plans. Wherever possible, we ask that these changes are communicated to us by 2:30pm to ensure that we have time to notify the child and class teacher of the alterations to collection procedures.
- Parents/Carers are welcome to wait in the area to the front of the school. Parents/Carers are reminded to keep the gates clear wherever possible to enable children to make a safe exit from school. Children must wait with an adult and are not permitted on the hill, to ride bikes and scooters on school site, to climb trees or play in and out of parked cars.
- Children may walk home on their own as long as the school have been made aware of this and we ask that parents notify us of this permission to walk home annually in writing. For all other children, we expect a family member or family friend to collect them from the main gates or playground (Reception) at the end of the school day. A member of the teaching staff will walk their class round to the corresponding gate at the end of the school day. Children will need to tell their teacher when they can see who is collecting them and the adult will ask them to go to them for collection. Children must not be called over by the adults before the teacher has dismissed them.
- If there is any doubt about who is collecting a child or permission to walk home alone, a member of staff will bring children back into the building so that the Office Manager can contact parents and confirm collection arrangements.
- The muster point for non-collected children will always be the front entrance so that the Office Manager and or Headteacher can supervise the children until they are collected.

## **Password for Collection:**

- In order to ensure the safety and protection of all our children at collection times, Easingwold Primary School operates a password system for all children. This will be a word or phrase known only to your family or close friends that can be used to demonstrate permission to collect. This can be used if an emergency arises and a different person needs to collect your child/ren.
- If an unrecognised adult arrives to collect children, the member of staff releasing the child will request the password. Should the password not be known, verbal confirmation from the parent will be required prior to allowing the child to leave at the end of the school day.
- A letter will be circulated at the start of each year to secure the password for each child and this will remain in place (unless otherwise advised) for the remainder of the year.

## **Collection Following After School Clubs:**

- Children are registered at the start of every after-school club.
- Where a child fails to attend a club and a note/phone call has not been received during the school day the member of staff running the club will alert the Office Manager who will contact the parents/carers to ascertain the child's whereabouts. It is therefore important that if plans change through the school day, the Office Manager is alerted to this so that the registers can be updated.
- All registers will be held centrally in the front office to facilitate this.

- At the end of the club, children will be walked to the front entrance to be collected. If a family member is not waiting for the child, both staff member and child will return to the school office and our 'non-collection of pupils' procedure will commence.
- When children are collected at later points in the day (for example following a sporting activity) parents/carers should park in the school car park and collect from the front entrance.

### **Guidance for parents/carers in the event of a parent/carer not arriving to collect their child at the end of the school day**

**As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day.**

**Please ensure that the school has up-to-date telephone numbers to contact you in an emergency.**

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately (01347 821282). If possible please contact the school before 2:30pm to provide enough opportunity for the office staff to inform your child and class teacher.
- If you arrange for another adult to collect your child, you must let the school know the details of that person and ensure that they have the collection password.
- On the rare occasion that you are unable to arrange for another adult to collect your child, then the school will look after your child until such a reasonable time as you are able to collect them.

**If a parent/carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:**

1. The teacher will bring the child/children inside and ensure they are supervised in the school office.
2. If no contact has been made by the parent/carer, the office staff will attempt to contact the parent/carer and the emergency contact by telephone.
3. Where appropriate, a member of staff will sensitively ask the child whether there is a reason that could account for their parent/carer being late.
4. Where appropriate (dependent on age of the child), a member of staff will ask the child if they have any additional contact information.
5. School will continue to try and contact the parent/carer and the emergency contact/s using the information provided by the parent/carer.
6. In rare circumstances and only as a last resort will the school will contact the Customer Service Centre (Children's Social Care) or, if necessary, the Police.

**We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carer and s/he has given permission.**

This policy will be reviewed in September 26 by the Governing Body.

## Permission to walk home alone

By completing the form below you grant permission for your child to walk home at the end of school.

Child's Name: \_\_\_\_\_

Name of Parent/Carer Completing form: \_\_\_\_\_

Date Form completed: \_\_\_\_\_

I can confirm that I give permission for my child (as above) to walk home at the end of the school day and that there will be an overseeing adult at home when they arrive.

Where an adult is not at home I can confirm that arrangements are in place to ensure that my child can access support/help or advice as required.

Signed: \_\_\_\_\_

