

Haylands Primary School



Drop off and Collection Policy

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.
- 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 4:10 pm**.
- Late drop off / collection will be monitored by the Family Liaison Officer.
- Allowances will be made in extenuating circumstances.
- If parents, contact school to inform school they have been delayed due to unforeseen circumstances such as traffic jams etc. their child /ren will be placed in After School Club and kept safe until they arrive and there is no need to rush as After School Club is available until 5.45pm. (Parents will be charged for this)

RESPONSIBILITIES

School

Drop off

1. The school day starts at **8.40 am** when **all** children come into school – we **expect all** children to be in school at this time.
2. Registers are taken by **8:50 am** and your child will receive a late mark 'L' if they are not in by **8:50am**
3. Children arriving after **8.40 am** are required to come into school via the school office. If accompanied by a parent/carer they must sign them in and provide a reason for their lateness which is recorded
4. At **9.00 am** (20 minutes after the start of the school day) the registers will be closed. In accordance with the regulations, if your child arrives after that time, they will receive a mark that shows them to be on site – 'U', but this will not count as a present mark and it will mean they have an unauthorised absence

Collection

5. End of school day is **3:10 pm**
6. Teachers will dismiss their pupils from their classrooms
7. In the case of Foundation and KS1 Staff will hold the children at the collection door until they see the appropriate adult.
8. Year 5/6 pupils 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.
9. If a child is not collected by **3.10 pm** the office will be notified and parents will be contacted. The expectation is that parents **collect at 3.10 pm** unless there is an extenuating circumstance.
10. The above applies if children do an extra-curricular activity – the expectation is that they are collected promptly at **4.10 pm** unless there is an extenuating circumstance. If the child/ren is/are not collected promptly, the office will be informed and parents will be contacted.
11. All late collections will be monitored and logged and where applicable the late drop off and collection protocols will be implemented. (See below)
12. Regular late collection may result in school not allowing a child to attend a club.
13. Children will not be released from school with someone if they are showing signs of distress or anxiety.
14. 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.

Parents

1. Parents should ensure that pupils are not left unattended on the playground **before 8:40 am** as staff are not on duty until 8.40 am when they open the doors. Children are not allowed on the playground unsupervised if they do arrive prior to this time the Designated Safeguarding Lead will be alerted.
2. Children booked onto breakfast club enter via the hall.
3. Parents must pick up their children at **3.10 pm** promptly and leave school site immediately or promptly at **4.10 pm** if their child attends and extracurricular activity.
4. Parents are expected to make it clear to the School, at the start of each term, the default arrangement for collection and travel home and to telephone or send in a signed note on occasions that this arrangement is changed.
5. 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.
6. Where there is any doubt teachers will hold the child in school and inform a Designated Safeguarding Lead who will take responsibility for the child and seek clarification by telephone.

7. 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.
8. Children are **not permitted** to play in the 'Smoooga' or use any equipment or play on any of the school grounds before or after school.
9. **No balls** are allowed on the playground before or after school.

Children

1. Children are expected to leave with the known adult promptly and sensibly.
2. 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.

Club Leaders - For Extra Curricular Activities

1. 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.
2. In no circumstances will children be left alone to wait for their parents. If parents do not pick up **promptly at 4.10 pm** then the children will be placed in the care of an adult and parents will be contacted.

Children walking to and from school alone

Please see our separate policy on this

Supervision on the school site

Parents should note that the school does **not provide** a member of staff to supervise children before the doors open at 8.40 a.m. (unless the children are part of the agreed breakfast club or attending booster classes) or after 3:10 pm (unless children are attending an after-school club organised by the school) and therefore the welfare of children until/after that time is the **responsibility of parents**.

Children should not be dropped off and left on the playground unsupervised. If this happens the children will be placed in the care of a Designated Safeguarding Lead and parents will be contacted.

In these instances, if a problem or difficulty arises and is brought to the attention of the school, the school will intervene, e.g. if a child falls and hurts themselves the school will provide medical assistance.

Drop off and collection by older siblings

It is the parent/carer's responsibility to ensure that their child is dropped off and collected by a responsible person.

- **Children in KS1** will only be released to an adult or **a sibling over the age of 16 with written consent**.
- **Children in KS2** may be released to a sibling (of secondary school age) with written consent from a parent.
- Children will not be allowed to leave school with any adult unknown to the school. Therefore, it is the parents'/carers' responsibility to notify the school if someone other than the usual person is collecting their child.
- Children will not be released to another parent without the school being informed.

Parental Responsibility

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.

Late collection procedure

Parents and carers share in the responsibility to work with school staff to ensure their children are safe and in the care of a responsible adult. Parents should notify the school immediately by contacting the school office if it becomes apparent that the person collecting their child may be late. If the person collecting the child is going to be late whatever circumstance, the parent should book the child into after school club. This can be done at any time. Booking into the Club will give parents the flexibility to collect up until 5.45 pm. If a child is not collected promptly from school or promptly after an extra-curricular activity finishing, the school will inform the office and Designated Safeguarding Lead.

If parents are late the following protocol will be implemented once the children have been safely placed in after school Club:

- Check for any information about changes to the normal collection routines.
- Attempt to contact the parents/carers on their home, work and mobile numbers.
- Telephone the emergency contacts that have been provided by the parent/carer.
- When a child has not been collected by 3:20 pm, the child is enrolled within after school club. The parent is liable to pay the cost for this service.
- Lateness of collection is monitored by the school. The school **may share** information with regard to persistent lateness with the **Attendance 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 Family Liaison Officer for a discussion about their circumstances. (**See appendix 1**).
- 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 30 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 go to look for the parent/carer or take the child home with them.
- Once the situation has been resolved, parents/carers will be invited to meet with the Head teacher /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 of Pupils procedure

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. 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 and provide evidence of the appointment. 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.

Monitoring and Review

A copy of this guidance is available to all staff and parents and is published on the school website. Parents will be made aware of this policy when their child is admitted to this school.

Dear Parents/Carers,

I note from the class register that _____ is frequently late to school.

May I remind you that school begins at 8.40a.m. promptly each day and we expect all pupils to be in class at this time. Please ensure your child arrives on time as it can be very disruptive to their own education and that of the whole class.

The school will be evaluating punctuality again at the end of this month; we hope to see an improvement in punctuality before then.

Please sign the slip below to acknowledge receipt of this letter.

PLEASE COMPLETE AND RETURN TO THE OFFICE

I acknowledge receipt of your letter regarding _____ punctuality and will ensure he/she arrives on time for each school session in future.

Signed: Parent/Guardian

Date:

Dear Parents/Carers,

I note from the class register that _____ is frequently being collected late from school.

May I remind you that school finishes at 3.15pm promptly each day and at this time, there should be someone to collect your child/ren. Please ensure your child is collected on time as at this point you resume legal responsibility for your child/ren. The staff in school are extremely busy and have many other commitments after school and it is unfair to expect them to take responsibility for your child regularly beyond 3.15pm.

To support our busy working parents we have a before and after school club that is open until 5.45 each day and they have a range of options/ prices. If you require more details on this please contact the office who will be more than happy to help you.

The school will be evaluating punctuality again at the end of this month; we hope to see an improvement in punctuality before then. Please sign the slip below to acknowledge receipt of this letter.

PLEASE COMPLETE AND RETURN TO THE OFFICE

I acknowledge receipt of your letter regarding the regular late collection of _____. I will ensure that appropriate arrangements are put in place for my child/ren to be collected on time.

Signed: Parent/Guardian

Date: