



Policy on Collecting Children from School

September 2020

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 end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

Policy

Drop off and Collection Procedure

- In line with government guidance during the COVID pandemic school expects parents/children to be dropped off and collected in line with the staggered start and finish times for their year group.
 - o **Year 3** Start time - 8.45am Collection time - 2.45pm
 - o **Year 4** Start time - 8.55am Collection time - 2.55pm
 - o **Year 5** Start time - 9.05am Collection time - 3.05pm
 - o **Year 6** Start time - 9.15am Collection time - 3.15pm
- With parental permission signed in planners, years 5 and 6 are allowed to make their way to and from school unaccompanied. Year 3 and 4 children **MUST** be dropped off and collected by an adult and not older siblings in school.
- To make it easier for parents who have more than one child at the school and to reduce the number of adults and children around the one way drop off and collection route we supporting parents by allowing in the mornings to drop off

all children at the youngest child's time. At the end of the day collecting all children at the eldest child's time.

- All children are lined up in the playground in the mornings with their class teachers and at the end of the day all children are brought out into the playground and dismissed accordingly.
- Lateness of collection will be recorded and monitored by the school. This information may be shared with Educational Welfare or Social Care if persistent lateness continues.

Before and After School Club Procedures (still awaiting guidance)

- **All** children are expected to be collected by an adult at the end of an after school club and must not be allowed to walk home alone.
- Once contact has been made with parents/carers, the member of staff will wait with the child until they are collected from school.
- Lateness of collection will be recorded and monitored by the school. This information may be shared with Educational Welfare or Social Care if persistent lateness continues.

Parental Responsibility

The school acknowledges that those with parental responsibility have a legal right to collect their children from school and 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. This includes any court orders that may be in place, provided that legal documentation is provided as evidence.