

Procedures for the Arrival and collection of children

Our school has the highest regard for the safety of the children in our care - from the moment they arrive to the moment they depart at the end of the school day.

Foundation Key stage and Key stage One

1. UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED OFF THE PREMISES WITH ANYONE OTHER THAN AUTHORISED COLLECTORS i.e. THOSE SPECIFIED BY PARENTS/CARERS OR LEGAL GUARDIANS.

2. Parents must name the authorised collectors of their child before the child starts school. If there are any changes to these arrangements parents need to inform the school immediately either by contacting the school office, speaking to the teacher or writing on the class information sheet kept outside the classroom. In cases where the new "collector" is unknown to the school, the school will ask for a photograph or introduction to the new "collector" to ensure they know by sight who is collecting their child. (It is the parents/carers/legal guardians responsibility to ensure the school knows who will be picking up their child.)

3. If anyone other than authorised collector is collecting permission must be given by the methods stated above. This includes children being taken to parties by other children's parents etc...

4. If there is request for a specific person not to be allowed to collect a child (e.g. in child protection or custody cases) written instructions must be provided to the school by the parents/carers or legal guardians so the school is fully informed. The school will request a photograph of this person.

5. If in an emergency, a parent phones and asks for an unauthorised collector to collect the child that day, the school will ask the parent the child's date of birth and also ask the collector as a security measure. If the collector is unknown to the school, the collector will be required to pick the child up from the school office.

6. It is the parents/carers/legal guardian's responsibility to ensure the safe collection of their children (at 3.30pm the end of the school day) by facilitating the school with the correct and up to date information. If there is any doubt about the collection of a child at the end of the school day in Foundation Key stage or Key stage One the class teacher or member of staff in charge of the children is to investigate immediately including phoning all emergency contacts.

7. If no-one arrives to collect a child and the parent or other emergency contacts cannot be contacted within half an hour of the end of the school day, the school will contact Social Services to inform them we have an uncollected child on the premises.

Key stage Two

As above unless the parents inform the school that they would like their child to meet them on the playground, in the car park or to walk home on their own. We understand that as the children get older parents would like to develop the children's independence and this is also encouraged by the school. If this is the case the teachers will release the children with the knowledge that if there is no known adult waiting to collect them they will return to school to their class teacher or the office. The school will then contact parents to arrange for safe collection.

If your child is absent from school parents/carers/legal guardians are required to inform the school as soon as possible on the first day of absence so that the school is fully informed as to why your child is not present at school.

The start/end of the school day is as follows:

Doors are open at 8.45am - the children need to be in class for registration by 9am
- all teachers are in their areas ready to receive children at 8.45 with activities for the children to do. This is an important learning time for the children.

The school day officially ends at 3.30pm and staff are on duty until 3.40pm