

MAYBURY PRIMARY SCHOOL

Arrival and Collection of Children Policy

Updated: Autumn 2019





Maybury Primary School

Produced : Autumn 2014
Reviewed : Autumn 2019
To be reviewed: Autumn 2021

Arrival and collection of children policy

Mission

Our values-based school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Our children learn to become resilient and self-assured in an environment where safety is outstanding. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

Vision statement

“Everyone is a learner and every experience is a learning opportunity.”

Maybury Primary 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. The purpose of this policy is to ensure that safeguarding procedures for the arrival and collection of children are robust, communicated well to parents/carers and adhered to by staff. This policy has been agreed by staff and governors and will be reviewed annually.

Arrival of Children

Children should be accompanied by a responsible adult unless permission has been given for them to come to school alone.

- The school gate opens at 8:40am and children go straight into class. A member of SLT will be on in the playground. All children must be accompanied to school by an adult, with the exception of the children in year 6 who have written consent from parents to walk to and from school.
- Class registers are taken at 8.50am. In the interests of child safety it is the parents duty to ensure they sign their child in at the office using the InVentry system, the child will also receive a red late card to give to their teacher.
- By prior arrangement with the school office children may attend Sunbeams Breakfast club, this starts at 8.15am to 8.45 am at a cost of £1.50 per session.

Collection of children

Foundation Stage and Key Stage 1

- Children are dismissed by the class teacher from the classroom. Children must always wait with their teacher until a responsible arrives to collect them. The children must be taken home by a responsible adult and are not allowed to walk home on their own. For safety reasons we also do not allow Key Stage 2 children to collect Foundation Stage or Key Stage 1 children and walk them home.
- If parents are unable to collect their children themselves they should arrange for another **responsible adult** to collect their child(ren). Children will not be allowed to leave with an unknown adult unless specific permission has been given by their parent.
- Parents should ensure that the school has a record of those who have permission to collect their child.
- Any children collected after 3:30pm will be sent to After School Club and may be charged.

Key Stage 2 children

- Key Stage 2 children are dismissed from their classrooms at the end of the school day and collected by an appropriate adult and by prior arrangement year 6 children may be allowed to walk home by themselves if written permission by parents/ carers is received.
- It is the parent's responsibility as to the wellbeing of their own child on leaving the setting, as once out of the premises they are no longer in the care of the school.

Delayed collection

- All children should be collected at the end of school (3.15pm) unless they are attending an after school club. Parents need to notify the school immediately should, due to unforeseen circumstances, the arrangements for collections change or if they are delayed.

Any child not collected by 3:30pm (15 minutes after the end of the school day) will be taken to the office and then to After School Club, and may be charged for the full session. A member of staff will ring contact numbers to try to reach a responsible adult to collect the child. This will be logged as a concern if school have not been informed of a delayed collection. If the parent cannot be contacted by 4.15pm **or by 5.00pm if the child is awaiting collection from an after school club**, then a member of staff will make a referral to children's services and await further advice. (C-SPA 0300 470 9100, out of hours office number - Emergency Duty Team – **01483 517898**).

- We will as carers, always remain calm as to not alert the child concerned. Under no circumstances will a child be allowed to depart from the school unless it is with a previously identified authorised person.

After school Activities

- Members of staff in charge of an after school activity should obtain written consent from a parent for the child to stay. The parent should have been informed of the finishing times and the member of staff should have arrangements in place so that they know how each child is to get home safely.
- When arrangements change for extra-curricular activities (e.g. due to the illness of the staff member running it), parents and carers must be informed, as this may affect arrangements for collection at the end of the day. This should be done by letter, email or text ideally no later than the day before the event. It should be determined by reply slip or telephone that every parent concerned has received the message.
- Parents need to inform school if a child is not able to attend the club they have signed up for as registers are taken and the child's absence will need to be questioned.
- If at any time children need to be collected during the day parents/carers should report to the office initially where the class will be notified. Staff cannot prevent a separated parent from collecting their child unless there is a court order in the school's possession preventing that parent from having access to the child.
- This Policy will be reviewed every year.