Preesall Fleetwood's Charity CE School
Drop off and Collection Policy

Our School Vision Statement

'You are the light of the world. A school built on a hill cannot be hidden.'
Matthew 5:14 (adapted)

We will do our best, be kind, share ourselves with our community and shine from our hill, out into the world. At Fleetwood's Charity, we create a happy caring environment based on Christian Values, where we value every child and encourage them to strive for their highest standards of achievement. We ensure that our young people go into the world as confident, independent, responsible citizens with a love for learning.

Our Vision Statement pays homage to our belief that there is something potentially wonderful in each individual, and that this is something to be proud of and share with others.

KEY PRINCIPLES

- Class Teachers / School Staff are responsible for the orderly dismissal of pupils; this will be done when a parent is seen and then the pupil is handed over. Pupils are to be collected from within the playground gates.
- 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. All persons collecting pupils must be named on their Data Collection form – this can be updated at any time through the School Office.
- Given the location of our School, children in Year 6 will be allowed to walk home alone with written permission from parents and agreement from school that it is appropriate and safe to do so. Year 5 will have the opportunity to walk home alone from March, with written consent from parents and guardians.
- Parents will drop off / collect children (or arrange for this to happen) no later than 9am. Pupils in Pre School and Ash Class can be walked round to the classroom door. All other pupils are to be dropped off at the playground gate – staff will be on duty at all drop off and collection times. Any late arrivals will report to the School Office.
- Parents and guardians will collect children after extra-curricular clubs or activities from the front door, unless notified otherwise, at the end of the session, under staff supervision.
- Attendance and late drop off / collection will be monitored by the Headteacher.
- Allowances will be made in extenuating circumstances.
- If parents contact school to inform school they have been delayed due to unforeseen circumstances, then parents are asked to try and make alternative arrangements, which will be communicated to school, or book the child into After School Club. Children will be kept safe until they arrive.
- After School Club bookings are to be made 48 hours in advance through ParentPay. Late bookings can be made by speaking to the School Office.

RESPONSIBLITIES

School Drop off

1. Teachers / Support Staff will supervise pupils on the premises from 8:50am – children will be allowed into school from this time.
2. Pupils in Pre School and Ash Class can be walked round to the classroom door between 8:50am and 9am.
3. Pupils from Year 1 – 6 should be dropped off at the playground gates between 8:50am and 9am. At 9:00am the gate will be locked and pupils are to be brought to the School Office by a parent / carer.
4. All pupils dropped off before 8:50am are to be booked in to Breakfast Club, which is available from 7:30am each morning which is bookable via ParentPay.

Collection

1. There may be times when an alternative collection arrangement may need to be agreed under specific circumstances. This is at the discretion of the Headteacher.
2. Teachers will dismiss their pupils from the playground into the charge of a recognised parent, carer or responsible named adult who is accompanying the child to their home.
3. Only children in Year 6 will be allowed to walk home alone with written permission from parents and agreement from school that it is appropriate and safe to do so. Year 5 will have the

opportunity to walk home alone from March, with written consent from parents and guardians. If school feel that it is unsafe for any reason, a discussion will be had with parents to find a solution.

4. If a child is not collected by 3:40pm a member of SLT will be notified and parents will be contacted. After 3:40pm, children will be placed in After School Club and parents will be charged through ParentPay.

5. The above applies if children do an extra-curricular – parents / guardians late to collect may be subject to an After School Club charge.

6. All late collections will be monitored and logged and where applicable the late drop off and collection protocols will be implemented. (See below)

7. Regular late collection may result in school not allowing a child to attend a club.

8. Children will not be released from school to an adult, if the child is showing signs of distress or anxiety about being collected by that particular adult.

9. Children will not be released if the teacher feels that the parent/carer is not in a fit state to ensure their child's safety. This will be immediately reported to the Designated Safeguarding Lead in school who will take appropriate action in line with the Safeguarding Policy.

Parents

1. Parents should ensure that pupils do not arrive at school before 8:50am; unless they are booked into Breakfast Club as staff are not on duty until 8.50am.
2. Children are not allowed on the playground unsupervised. If they do arrive prior to this time the Designated Safeguarding Lead will be alerted.
3. Parents are not allowed to leave their children unsupervised on the playground in a morning.
4. Parents must pick up their children at 3:30pm promptly or at the agreed time if alternative arrangements have been made.
5. Parents are expected to make it clear to the School, at the start of each term, the default arrangement for collection and travel home. Parents/carers are to speak with the School Office or send in a signed note on occasions that this arrangement is changed.
6. 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. These need to be detailed on the Data Collection Form, which can be updated via the school office at any time.
7. Where there is any doubt Staff will hold the child in school and inform a Designated Safeguarding Lead who will take responsibility for the child and seek clarification by telephone.
8. It is the responsibility of collecting adults to supervise their children as they leave the school site; children are not to use the grass or any of the outdoor equipment. The school takes no responsibility for accidents incurred on the school equipment after the school day.
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/Staff members have responsibility to ensure that all attending pupils are handed over to the agreed recognised responsible adult, after their session has finished, from the front door of school.

2. In no circumstances will children be left alone to wait for their parents. If parents do not pick up promptly after extra-curricular clubs, the children will be placed in the care of After School Club and parents/carers will be contacted.

Breakfast Club and After School Club

1. If children are attending Breakfast Club, parents/carers are to hand children over to a member of staff at the front door of school.

2. Children can arrive from 7:30am, and bookings are to be made via ParentPay.

3. Parents are to ring the doorbell and await a member of staff who will allow access or release a child who is attending wraparound care.

4. Collection from After School Club will be the same protocol as per collection at the end of the school day, but collection will be from the front door of school, unless otherwise notified.

5. Parents will complete an emergency contact form if their child attends extended services. Any concerns that are identified will be reported to DSL.

6. Booking may be refused if the is an unpaid balance for either Breakfast Club or After School Club. Any problems with payments are to be discussed with the School Office.

7. After School Club gives parents/carers the flexibility to collect up until 5.30pm. If a child is not collected promptly from school, After School Club or promptly after an extra-curricular activity finishing, the school will inform the Learning Mentor / Designated Safeguarding Lead.

Children travelling to and from school alone

"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school". (Is it legal? A parent's guide to the law by the Family and Parenting Institute -June 2011).

The NSPCC advise the following:

- Children under 8 should not be outdoors for a considerable length of time unaccompanied
- Children under the age of about 12 should not be home alone for more than a very short period of time

The school is not responsible for the safety of children on their journey to and from school.

- If parents choose to let their Year 5 / 6 child travel to/from school independently, then they should assess the risks associated with the school route and their own child's confidence.
- Parents should work with their child to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness.
- The school requires written parental consent for their children in Years 5 and 6 only to walk to and from school alone.
- If a child should not arrive home at the expected time the parent/carer is expected to notify the school immediately.

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 8:50am (unless the children are part of the agreed breakfast club) or after 3:30pm (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 Pre School or Reception Class will only be released to a parent/carer or named adult.
- Children in KS1 will only be released to an adult or a sibling in Year 10 or above, if agreed with parents/carers.
- Children in KS2 may be released to a sibling (of secondary school age) if agreed with parents/carers.
- Children will not be allowed to leave school with anyone 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 anyone not named on the Data Collection Form without the school being informed under any circumstances. Children may be held in school until contact is made, by school to the parent/carer, and it is confirmed that the agreement is in place.

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 on 01253 810324) 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 pupil(s) will be cared for in After School Club and charges incurred.

If parents are late the following protocol will be implemented;

- 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.

- 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 SENCO / Head Teacher for a discussion about their circumstances.

- 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 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 45 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 Headteacher 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 this has to be agreed by the Headteacher. This is to ensure that the class teacher is notified and therefore has sufficient time to distribute any homework/notices and minimise disruption at the end of the school day.

At the time of early collection, parents/carers must report to the school office. Early departure from school will be documented on the class register. 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. No parents/carers are to enter school unless invited, and the front door is not to be propped open.

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, with minimal time out of school. All appointments will be documented on the class register. 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's return is documented on the class register.

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.

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