



# Scotforth St Paul's CE Primary and Nursery School

*Learning, growing and caring as part of God's family.*



Jesus (the gardener) nourishes and tends us as we learn and grow, so that we can all flourish. As a vine, we are one, but all unique and special to Him. We care for each other, as God cares for us.

## **Drop off and Collection Policy 2024**

Approved by:	Full Governors	Date: 04/11/24
Next review due by:	Summer 2025	
<u>Changes</u>		

## Statement of intent

Scotforth St Paul's CE Primary and Nursery School believes it is essential to ensure all pupils are safe when they leave school at the end of the day. We appreciate that, for many families, arrangements need to be flexible and it may be that several people care for the child after school. For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils.

The aim of this policy is to:

- Keep pupils safe.
- Ensure all staff members are aware of the correct procedures for the end of the school day.
- Make parents aware of the expectations regarding collecting children.
- Highlight the importance of parent-school communication.

## 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.
- Given the location of our School children in Years **5 & 6** 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.
- 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 the time stated on the clubs letter**.
- Late drop off / collection will be monitored by the Office staff and Head teacher.
- Allowances will be made in extenuating circumstances.
- Parents should contact school to inform school they have been delayed due to unforeseen circumstances such as traffic jams etc.

## School Drop off

- The school gates open at **8.45am** when **all** children can come into school – we **expect all** children to be in their classrooms by **8.55am**.
- Registers are taken by **8:55 am** and your child will receive a late mark 'L' if they are not in by **8:55am**
- Children arriving after **8.55am** 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
- At **9.25am** (30 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

- The end of learning on each school day is **3:10pm**
- Teachers will dismiss their pupils from their class into the charge of a recognised parent, carer or responsible adult who is accompanying the child to their home.
- In the case of Nursery to Year 4 children, staff will hold the children until they see the appropriate adult.
- Years 5 & 6 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.
- In addition, teachers will risk assess individual circumstances where extra supervision is thought necessary.

- If a child is not collected by **3.15pm** the Office staff will be notified and parents will be contacted. The expectation is that parents **collect at 3.10pm** unless there is an extenuating circumstance.
- The above applies if children do an extra-curricular activity – the expectation is that they are collected promptly at **the time stated on the clubs letter** unless there is an extenuating circumstance. If the child/ren is/are not collected promptly, the Office staff will be informed and parents will be contacted.
- All late collections will be monitored and logged and where applicable the late drop off and collection protocols will be implemented. (See below)
- Regular late collection may result in school not allowing a child to attend a club.
- Children will not be released from school with someone if they are showing signs of distress or anxiety.
- 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

- Parents should ensure that pupils are not left unattended **before 8:45am** as staff are not on duty until 8.45am when they open the doors. Children are not allowed on the playground.
- Parents must pick up their children at **3.10pm** promptly or promptly at **the correct finish time** if their child attends an extra-curricular activity.
- 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.
- 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.
- Where there is any doubt teachers will hold the child in school and inform a member of the office staff who will seek clarification by telephone.
- When parents receive their children, it is their responsibility **to supervise their children** and any other children in their care, as they leave the school site. The school takes no responsibility for accidents incurred on the school premises after handover.
- **No balls** are allowed on the playground before or after school.

### Children

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

- 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.
- In no circumstances will children be left alone to wait for their parents. If parents do not pick up promptly at the end of the club then the children will be placed in the care of an adult and parents will be contacted.

### 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 (**see appendix 1**).
- 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 8.45a.m. (unless the children are part of the agreed breakfast club or attending booster classes) or after 3:10pm (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.**

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 (**over the age of 13**) 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 on 01524 65379) 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 if they have registered and if there is space. Booking into the Club will give parents the flexibility to collect up until 6pm – all costs must be met by parents. If a child is not collected promptly from school or promptly after an extra-curricular activity finishing, the school will inform the Designated Safeguarding Lead/Head teacher.

**If parents are late the following protocol will be implemented once the children have been safely placed in the meeting room by the office:**

- 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 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 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 60 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 contacting the school office staff.

At the time of early collection, parents/carers must report to the school office. 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. 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.



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Please return to the school office

### **Consent for my child to walk to and from school alone (Year 5 and 6 only)**

I confirm that \_\_\_\_\_ who is in Year \_\_\_\_\_ at Scotforth St Paul's C of E Primary & Nursery School may

Walk to school alone.

Walk home alone

In the event of an emergency please contact:

(NAME of PARENT/CARER) \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

I will notify the school immediately of any changes to the emergency contact details.  
I understand the school may revoke this consent if child safety is compromised.

Signature \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Date \_\_\_\_\_