***Wallace Fields Junior School***

***Dorling Drive, Ewell, Epsom, Surrey KT17 3BH***

 ***Tel: 020 8393 0350 Fax: 020 8786 7498***

 ***Headteacher: Mr S J Lee*** *B Ed (Hons) MA*

 ***Deputy Head: Mrs A Y Day*** *B A (Hons) PGCE*

 ***E-mail: info@wallacefields-jun.surrey.sch.uk***

***Website: www.wallacefields-jun.surrey.sch.uk***

12th September, 2017

Dear Parents / Carers,

**SAFEGUARDING PROCEDURES REGARDING PICK UP AFTER SCHOOL.**

Thanks to all parents for your cooperation with the school routines and well done to Year 3 as they get to grips with the school routine at Wallace Fields Junior School. In order to ensure the safeguarding of children at pick up time please find below details of our arrangements for each year group.

# Years 3 and 4 children

**Years 3 and 4 must be collected directly from the teachers** who will allow children to go, once the parent responsible has been seen or made visual contact. At the end of the day, the main gates (including the back gate) will be opened at 3.25pm. Parents and carers are welcome into school to wait in the skipping area which is the long stretch from the main gate running past the bike shelter. Please keep younger siblings off the playground and away from classes as lessons and games sessions are still going on. Please ensure younger siblings do not cycle or scoot around the playground. Once children have been released to parents the duty of care passes to the parent/carer from any time after that even within the school grounds.

At 3.30pm the Year 3 & 4 teachers will keep their class at the steps outside of each classroom and in front of the skipping area corresponding with their class, where teachers will distribute children down the stairs directly to parents.

Year 3 and 4 children are not be permitted to walk home alone or to walk down the alleyway alone. Parents who previously waited at the back gate (or alleyway) will be required to come down to the classrooms and collect directly.

The teachers will continue to do this until around 3.40pm when they will be sent to the office for parents to be contacted by the office staff.

**Change of parent /carer collecting**

If the usual parent /carer collecting the child changes i.e. grandparent or friend of parent, the usual parent/carer should notify the teacher by putting a note in the child’s reading record book or emailing the teacher the day before. If there is a last minute change of plan please telephone the school office before 1pm so that a message can be put through with the registers.

# Year 5 & 6 children

If your child is in **Year 5 or 6 please ensure that they are clear about what gate they are to be collected.** If you are sending older siblings from Key Stage 3 (or older) to collect your child then please ensure they are on time and clear about which gate they are collecting from. If year 5 or 6 children have younger siblings in the school, then they must walk to meet their younger sibling (in the skipping area) where they will be collected by the parent or responsible adult. Year 5 and 6 children will not be permitted to collect and take home younger siblings.

Year 5 & 6 are not permitted to walk home alone, be released by the teacher to the gate or walk down the alleyway unless parents and carers have completed the ‘Consent to walk home’ form. Children cycling must wear cycle helmets and bikes must not be ridden inside the school grounds.

# Clubs and After school events

The main gate will be locked at 3.45pm and the back gate soon after. All clubs and afterschool events **exit via the front gate** and club leaders hand over children to parents waiting outside the front of the school at the end time of the club. Parents and siblings are not permitted to watch the clubs or wait inside the school during clubs and siblings not attending clubs must be picked up as usual at the end of the school day. Parents do not need to visit the office to collect children from a club as the children will be brought to the gate by the club leader.

# Staff at Gates

I will be on the front gate with Mr Findlay and Mrs Day will be on the back gate at the end of the day. Sometimes alternative staff will be on the gates – all staff wear identification and know the school procedures. Year 5 and 6 children will be stopped from leaving the school if they are unattended without permission from parents and Year 3 and 4 children will be stopped if they are unattended.

# Continual Late Pick Up

Our afterschool wraparound care **ClubVale** runs very flexible and friendly, age-appropriate care. If you cannot pick up your children promptly then please register with ClubVale and they can take your children on at short notice. This seamlessly runs on after school and children attending clubs can also go straight into ClubVale when their club finishes. See the link on our website for details or give them a call.

If you pick up your child late on a continual basis then the Educational Welfare Officer for Surrey will be informed.

# ClubVale

ClubVale children will be sent from class directly (unless they have a club). ClubVale parents must not park in the staff car park. Pick up from ClubVale is unaffected.

# Parking

As a reminder please do not park on the turning circle and block the traffic as this creates a dangerous situation for children arriving / leaving school. Please park considerately and not over the resident’s drives. If you are registered disabled or your child has a medical issue that requires parking close to the school please see the office for a parking badge to allow you to park in the staff car park.

Thank you for your cooperation and understanding. Together we can ensure the children’s safety and welfare.

Yours sincerely,

Mr Lee

Headteacher



**Year 5 & 6 Permission to go home alone after school finishes at 3.30pm and taking the Duty of Care from Wallace Fields Junior School.**

**Contract and Registration Form**

**Parent/carer**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail: info@wallacefields-jun.surrey.sch.uk Telephone: 0208 393 0350 **Information recorded here is kept confidential –** *see confidentiality policy*

**Child’s Personal details:**

**Full name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_**

**Date of Birth: (day/month/year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Child’s Home address:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone contact: Home :…………………………………………………… Mobile:…………………………………………………………………………….**

**Work: ………………………………………………………………………………**

**E-mail : ……………………………………………………………………………..**

**I hereby give permission for my child to walk home alone and relinquish the school’s duty of care from the time my child leaves the school grounds. This agreement is binding from the date given.**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**