

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) M.A (Ed) NPQH

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

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

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

23rd March 2022

Dear Parents / Carers,

SAFEGUARDING PROCEDURES REGARDING PICK UP AFTER SCHOOL.

Thanks to all parents for your cooperation with the school routines 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 here.

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 have made visual contact and are stood nearby (without having to cross the road or walk around the corner). At the end of the day at the main gate, the Year 4 are dismissed at 3.25pm. The Year 3 are dismissed at 3.30pm.

Parents and carers should come to the main gate entrance and wait in the area in front of the school gates, next to the island. Please do not wait across the road or stand in the road where traffic is passing. There is a short piece of road cordoned off around the island to allow staff and visitors to access. Please ensure younger siblings do not play, cycle or scoot on the road beyond the barrier as this is the road section that cars and vehicles will be driving on.

Once children have been released to parents the duty of care passes completely to the parent/carer from any time after that even if you return onto the school grounds.

Teachers will distribute children directly to parents.

Year 3 and 4 children are not be permitted to walk home alone. The teachers will continue to do this until around 3.40pm when they will be taken to the main school 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 must notify the school by emailing before midday the School Office at Office1@wallacefields-jun.surrey.sch.uk. If there is a last minute change of plan please telephone the school office.



Year 5 & 6 children

If your child is in **Year 5 or 6** they will be dismissed at 3.20pm. If you are sending older siblings from Key Stage 3 (or older) to collect your child then please ensure they are on time. If year 5 or 6 children have younger siblings in the school, then they will be dismissed earlier by the parent or responsible adult and waiting for them. Year 5 and 6 children are not be permitted to collect and take home younger siblings.

Permission to Walk Home Alone - Year 5 & 6 are not permitted to walk home alone unless parents and carers have completed the **'Consent to walk home'** form. This form is kept updated and every teacher has a copy of it for reference. Children cycling must wear cycle helmets and bikes and scooters must not be ridden inside the school grounds.

Pick Up Is In Person

Picking up your child is in person. Waving from the car, flashing car lights or waving from far down the street does not constitute picking up and must be done in person. No child will be allowed to cross over to a parent. If your child has permission to walk home then they can be allowed to go though otherwise parents/carers are expected to be at the school gates on the school side of the road.

Clubs and After School Events

The main gate will be shut and locked at 3.45pm. 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 main gate with Mr Findlay. 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 to walk home and Year 3 and 4 children will only be released to those who have parental responsibility or the school has been prior informed of alternative collecting adults.

Late Pick Up

Children not collected promptly are taken to the office. Our afterschool wraparound care **Energy Kidz** runs very flexible and friendly, age-appropriate care. If you cannot pick up your children promptly then please register with Energy Kidz and they can take your children on at short notice. This runs seamlessly after school and children attending clubs can go straight into Energy Kidz 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. A meeting may be arranged with the school to discuss the issues.



Energy Kidz

Energy Kidz children will go straight from class directly (unless they have a club) via the hall. Energy Kidz children will be sent to Energy Kidz directly from the end of a school club. Parents are permitted to use the staff car park for pick up though please drive extremely slowly. Pick up from Energy Kidz is unaffected.

Considerate Driving and Parking

As a reminder, please park considerately on one side of the road only. Do not park over people's drives or on double yellow lines. Please drive slowly and carefully and do not reverse into drives or do three point turns as this puts the children in danger. There is a turning circle at the bottom of Dorling Drive and it is often easier to go down to the bottom to turn around and maintain a flow of traffic for everyone. Do not block the traffic as this creates a dangerous situation for children arriving and leaving school. Please park considerately. Please do not drive on grass verges or mount the curb, as this is very irresponsible driving that puts children and pedestrians in danger. 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.

Engine Idling

In the interests of pollution and harming the lungs of children and young people, we politely request that you do not leave your engine idling for air conditioning or heating. Local authorities have the power to give £80 fixed penalties for engine idling regardless of the location. Rule 123 of The Highway Code, states that drivers must not leave a parked vehicle engine running unnecessarily while the vehicle is stationary on a public road.

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

Yours sincerely,

Mr Steve 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: _____

