

Drop Off and Collection Information

KEY PRINCIPLES

- Class Teachers are responsible for the orderly dismissal of pupils from their classrooms.
- Class Teachers must be sure that pupils' leaving arrangements are **SAFE**
- Class Teachers or Teaching Assistants will Support PPA teachers in the dismissal of the class as they are familiar with the adults collecting where this is not a Slade member of staff or where requested by PPA teacher
- Class Teachers will not allow children to leave with **unknown** persons
- Children **in Years 5 & 6** are only allowed to walk home alone with written permission from parents and agreement from the Headteacher that they are 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.
- Where a person other than a child's parent is collecting a child from school – school **expects** to be informed
 - When children start in Early Years Foundation Stage parents, need to make the teacher aware of who will be collecting the child each day.
 - Parents in EYFS provide a password on their admissions form that can be used by a different to normal person collecting
 - Passwords are stored in the main school office
 - Staff must contact the office to confirm the password for a particular child before releasing the child
 - Where a different to the usual person is sent to pick up a child – school needs notification as they **will not** release a child to an **unknown** adult or to another parent and this person must have the password that we have on file for the child
 - Parents in KS1 and KS2 have been asked to provide a password for collection of their child if being carried out by an unknown person. This will support in the smooth collection. Where a password has not been provided, the school office will contact

parents to seek further information and consent to release their child. A child will not be released if we cannot make contact with their parent or if we have not heard from the parent in advance.

- Parents will drop off / collect children (or arrange for this to happen) **punctually** – if parents are late then the children will be placed in Kids Club and there will be a charge. Please note there is an expectation that children are collected promptly at 3:15 or 3.25 dependant upon year group (or 4:30pm if the child participates in an extra-curricular activity)
- Late collection is monitored by Mrs Mehta (Administrative Assistant) and reported to SLT

The following are the Key Summary Points.

- No child must be left unattended on the playground. The children are parent/carers responsibility until staff open the doors at **8.45am**. If children are dropped off, without supervision, they will be placed in **Kids Club** and parents will be charged accordingly.
- All children must be in school by **8.55 am** – Doors will be closed at this time and it is parents responsibility to be on time.
- The Attendance Officer (Mrs Thornton) and SLT will monitor lateness. They will offer support where appropriate. However, parents who persistently drop children off late despite support from school will be referred to the Attendance Team
- **KS1** children will only be released to a sibling over **16 years of age**.
- **KS2** children may be released to a sibling of **secondary school age**.
- Children **will not be released** to any adult that is unknown to school or **to another parent** unless school has been notified in advance or the person collecting is able to provide the password given to school by the child's parent/carer.
- If an unknown adult or another parent comes to collect without school being informed in advance and we cannot contact parents – the child will be placed in Kids Club until we can contact parents.
- Whilst we recognise that there are occasions where parents are delayed through no fault of their own e.g. traffic jams etc. Children that are not collected on time will be placed into Kids Club and parents charged according.
- In Y5/6 parents can if they wish request that pupils walk to and from school. However, there needs to be some discussion and agreement with school as to whether the children can walk home safely. Therefore, in light of this, parents will need to speak with the class teacher to discuss the

matter. If a satisfactory agreement cannot be reached, the parent will meet with a member of SLT to discuss this further. They will consider location of house from school, roads that will need to be crossed, any special educational needs the children might have, the time of the children leaving school – for example in the winter it is dark after extra-curricular activities.

- Provided there is a suitable agreement, the school then requires written parental consent for their children **in years 5 and 6 only** to walk to and from school alone.
- In the event of a child not being collected from school and school not being able to contact parents/ emergency contacts, after **60 mins** the school will follow its child protection procedures and the police and childrens services will be informed.

Arrangements for drop off and collection following lockdown (for Spring and Summer term 2021)

Covid-19 amendments (all of the above still applies with only changes to the gates/doors children will enter and exit through)

- Classes are dismissed from individual doors/gates

Phase	Year Group	Entrance/exit	Arrival	Dismissal
EYFS	Nursery	Morning – Enter and exit through pedestrian gate next to main entrance (Broomfield Road). Afternoon – Enter through pedestrian gate next to main entrance (Broomfield Road). At home time – leave from Nursery door on Nursery playground (parents can access this via the EYFS/KS1 gate and driveway) - Parents will enter down the drive way and round to the nursery class door in the playground, to collect. They must follow the one way in and out signs.	8.30am morning session 12.15 pm Afternoon session	11.30 am 3.15 pm
	RF	EYFS/KS1 - Gate Broomfield Road – Parents will enter down the drive way and round to the reception class door in the playground, to drop off and collect. They must follow the one way in and out signs. There will be no access to KS1 or KS2	8.45 am	3.15 pm
	RG	EYFS/KS1 - Gate Broomfield Road – Parents will enter down the drive way and round to the reception class door in the playground, to drop off and collect. They must follow the one way in and out system. There will be no access to KS1 or KS2	8.45am	3.15 pm
Key Stage 1	1P	Pedestrian gate (at the side of the main entrance) then through the door at the top of the ramp and into year 1.	8.45 am	3.15 pm

	1K	Pedestrian gate (at the side of the main entrance) then through the door at the top of the ramp and into year 1.	8.45 am	3.15 pm
	2S	EYFS/KS1 gate on Broomfield Road, children will be dropped off using the EYFS/KS1 driveway round onto the playground. A one way system will be in operation with a queuing system on the playground. Children will enter and exit through the Year 1 & 2 entrance. There will be no access to KS2	8.45 am	3.15 pm
	2H	EYFS/KS1 gate on Broomfield Road, children will be dropped off and collected at the 2H classroom doors. A one way system will be in operation with a queuing system on the playground. Children will enter and exit through the 2H classroom door on the playground. There will be no access to KS2	8.45 am	3.15pm
Key Stage 2	3P	KS2 gate on Slade Road and door at side of 3P (there will be a one way system in place)	8.45 am	3.15pm
	3J	KS2 gate on Slade Road and door directly into classroom on playground (there will be a one way system in place) There will be no access to KS1	8.45am	3.15pm
	4B	Pedestrian gate 1 on Slade Road then through bad weather entrance	8.55 am	3.25 pm
	4K	Pedestrian gate 1 on Slade Road then through bad weather entrance	8.55 am	3.25 pm
	5S	Pedestrian gate 5 on Broomfield Road then directly up the steps in through the Year 5 door	8.45 am	3.15 pm
	5G	Pedestrian gate 5 on Broomfield Road then directly up the steps in through the Year 5 door	8.45am	3.15pm
	6S	Pedestrian gate 2 by Inclusion hub – Broomfield Road	8.55 am	3.25 pm
	6B	Pedestrian gate 2 by Inclusion hub – Broomfield Road	8.55 am	3.25pm