

# Drop Off and Collection Information

## 2024-25

### 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 **must** track and observe the pupil physically meeting their parent/carer (one pupil to be dismissed and tracked at a time)
- Teaching Assistants will support PPA teachers in the dismissal of the class as they are familiar with the adults collecting (PPA teachers are Slade/ATLP teachers)
- 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 Executive Headteacher (or the DHT in the EHTs absence) 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/carer 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 via phone to confirm the password for a particular child **before** releasing the child.
  - Where a person different to the one that usually collects 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 are asked to provide a password for collection of their child if being carried out by an unknown person. This supports the safe collection of the children. 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 (EYFS and KS1) or 3.25 (KS2).

- Late collection is monitored by Miss Andrews (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** – Gates/doors will be closed at this time. It is the parent's responsibility to be on time.
- Gates are supervised by members of SLT who will be on each gate (EYFS/KS1 and KS2 at the start and end of the day (One on each gate in the morning and two on each gate at hometime)
- 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
- **EYFS and KS1** children will only be released to a sibling over **16 years of age**.
- **KS2** children may be released to an appropriate person 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 accordingly.
- 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.

We appreciate that it can be frustrating if you/another person has to wait for a password check, however, safeguarding is our priority and we will always follow our procedures.