

Drop Off and Collection Information

September 2021

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
- Class Teachers or Teaching Assistants will Support PPA teachers in the dismissal of the class as they are familiar with the adults collecting
- 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/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 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 or 3.25 dependant upon year group
- 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** – Gates/doors will be closed at this time. It is the 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
 - **EYFS and 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/carers.
 - 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 Autumn 2021

- Classes are dismissed from individual doors/gates – see arrangements below
 - **Nursery:** Part time morning children and full time children will enter school via the pedestrian gate next to the main entrance, then walk up the ramp to the door where a teacher will collect them. Afternoon children will also enter through this gate/door at 12.15pm Part time morning children will be dismissed at 11.30 via this door/gate
 - Part time afternoon and full time children will be dismissed from the classroom door which you can access via the EYFS/KS1 gate on Broomfield Road

- **Reception: RS and RE** will enter and exit school via the EYFS/KS1 gate and their classroom door on the playground
- **Year 1: 1K and 1F** will enter and exit school via the pedestrian gate, next to the main entrance on Broomfield Road, they will walk up the ramp to the door where a teacher will greet them. At hometime, they will be released from the same door
- **Year 2: 2PE and 2B** will enter and exit down the EYFS/KS1 driveway. Children in 2PE will then enter and exit via their classroom door on the playground
- 2B will enter and exit through the Y1/2 entrance on the playground
- **Year 3: 3P, 3JA and 3G** will enter and exit through the large gated driveway (KS2 entrance) so that they are not queuing on Slade Road. Please note Year 4 will also enter and exit through this gate. Children will be greeted by a member of staff at their classroom door that leads into the playground. Parents will queue outside the individual classroom doors at hometime for Year 3
- **Year 4: 4ET and 4S** will enter and exit through the large gated driveway (KS2 entrance) so that they are not queuing on Slade Road. Please note Year 3 will also enter and exit through this gate. Children will be greeted by a member of staff at their classroom door. Parents will queue outside the individual classroom doors at hometime for Year 4
- **During morning sessions, there will be a member of SLT/Pastoral team on the Year 3 and 4 gate to see children into the playground. Parents will drop and go at the gate**
- **Year 5: 5B and 5M** will enter and exit through the pedestrian gate (the first gate at the start of Broomfield Road)
- **Year 6: 6SH and 6B** will enter and exit through the gate next to the Inclusion House/Year 6 classes.
- The school day is 8.45-3.15 for Reception and Key Stage 1 and 8.45-3.25 for Key Stage 2