



St Edward's Church of England
Primary School

Arrival & Collection of Children Policy

February 2016



St. Edward's Church of England Primary School

ARRIVAL & COLLECTION OF CHILDREN POLICY

1.0 AIMS OF ST EDWARD'S SCHOOL

The school aims to achieve a happy fulfilled community within which:

- lively faith and Christian values permeate all that is done;
- the unique qualities of each individual are appreciated and nourished so that potential is fully realised;
- excellence is energetically pursued in all aspects of school life;
- and from which young people are able to live rich, satisfying lives with the desire to witness and contribute to society.

2.0 INTRODUCTION

Regular, punctual attendance at school is crucial if children are to achieve their full potential. Schools and parents/carers have a responsibility to ensure that children arrive at school on time and are collected promptly at the end of the school day.

3.0 AIMS

The aim of this policy is to clarify our arrangements for the arrival and dismissal of children at the beginning and end of the school day, including arrangements for the late collection of children in the case of an emergency. This will provide clear guidelines for parents/carers, authorised persons, governors and staff in relation to their responsibilities in order to:

- help ensure the safe delivery and collection of children;
- encourage authorised persons to deliver and collect their child(ren) punctually;
- comply with legislative requirements.

4.0 AUTHORISED PERSON

An authorised person is a suitably responsible person to whom parents/carers have given the authority to deliver/collect their child(ren). In line with guidance issued by the National Society for the Prevention of Cruelty to Children (NSPCC) and the Royal Society for the Prevention of Accidents (RoSPA), it is the school's policy that no person under the age of 16 will be considered to be an authorised person. Evidence of identification and age may be required by the school in some circumstances.

If parents/carers wish to nominate an authorised person to deliver or collect their child(ren), this must be done in writing, with details of the authorised person's name and their contact details, (see Appendix 1).

The school will not release a child if it appears that the parent/carer/authorised person is under the influence of alcohol or other substances and/or that the safety and wellbeing of the child may be compromised.

If there is a request for a specific person not to be allowed to collect a child, (e.g. in child protection or child custody cases), written instructions must be provided to the school by the parents/carers or legal guardians. Please note that in the breakdown of a relationship between parents, we are unable to deny access to a parent unless there is a court order and the school has a copy of this.

5.0 ARRIVAL AND COLLECTION TIMES

It is crucial that children arrive in good time for the start of the school day and are collected promptly at the end of the school day. The table below shows the arrival and collection times for children throughout the school:

	Nursery a.m.	Nursery p.m.	Lower School	Upper School
Arrival	8.30 a.m.	12.30 p.m.	8.35 - 8.45 a.m.	8.35 - 8.45 a.m.
Collection	11.30 a.m.	3.30 p.m.	3.20 p.m.	3.20 p.m.

6.0 NORMAL ARRIVAL PROCEDURES

6.1 Nursery

Parents take their children to the side doors into Nursery, accessed via the Lower School path.

6.2 Lower School (Years Reception, 1 & 2)

Parents take their child(ren) to the Nursery gate where a member of staff will greet them. Children walk through the Nursery playground to the Lower School playground.

6.3 Upper School (Years 3, 4, 5 & 6)

Children enter the school via the upper school gate where a member of staff will greet them. The children walk along the upper school path through to the upper school playground.

7.0 ARRIVAL FOR CHURCH SERVICES

It is parents' responsibility to ensure that children arrive at church on time for half-termly services at the beginning of the school day. For Upper School services at 9.00 a.m., children should arrive between 8.30 a.m. and 8.50 a.m. and line up with their class and teacher. Pram services for Foundation Stage children start at 9.15 a.m. Children in Nursery, (morning and afternoon), and Reception Year should arrive at church by 9.00 a.m. Parents are welcome to stay for all church services.

On the rare occasion that a child arrives in school in error, regardless of year group, they will be directed to the school office where a decision will be made whether they can be accompanied to church by a member of school staff or supervised in school.

8.0 LATE ARRIVAL PROCEDURES

The Lower School and Upper School gates are locked at 8.45 a.m. The Nursery side door is opened at 8.30 a.m. and locked at 8.40 a.m. for morning nursery. The Nursery gate is opened at 12.30 p.m. and locked at 12.40 p.m. for afternoon nursery. After the school gates have closed, parents accompany children to the main school reception to register their late attendance. Children arriving with their parents before 9.00 a.m. walk along the Lower School path; after 9.00 a.m. the path from the Upper School gate will be in use until 3.10 p.m.

Children in Reception Year to Year 6, who arrive between 8.45 a.m. and 9.00 a.m., are entered on the late list and are given an 'authorised late' mark in the register. Children who arrive after 9.00 a.m. are given an 'unauthorised late' mark in the register. Parents/carers sign the late arrival book and enter the reason for the lateness.

Schools report attendance figures regularly to school governors and to the Department of Education. These procedures form part of the government's school attendance regulations, which schools must follow.

Parents are contacted if a pattern of lateness develops, and if there is no improvement, details are passed to the Home School Support Worker and/or the Local Authority's Attendance and Behaviour Officer, who contact parents to give advice on how they can, and need to, improve their child(ren)'s attendance and punctuality.

9.0 NORMAL COLLECTION PROCEDURES

9.1 Nursery

Parents/carers queue outside the Nursery classroom doors to wait for their child(ren) to be dismissed.

9.2 Reception Year

Parents/carers walk through the Nursery playground, into the lower school playground to wait for their child(ren) to be dismissed.

9.3 Year 1

Parents/carers walk through the Nursery playground and wait just inside the lower school playground. Children are brought into the playground by a member of staff where they line up ready to be dismissed.

9.4 Years 2 – 6 (Dismissal from the upper school playground)

A one-way system is in place for the dismissal of children from the upper school playground. From 3.10 p.m., parents/carers enter via the upper school gate, walk along the path and wait in the upper school playground by the hedge that separates our school from St Peter's Catholic Primary School. Children are escorted to the playground where they are dismissed, one class at a time. Parents and children then follow the lower school path past the school offices and lower school classrooms to the grey gate.

9.5 Year 5 (Summer Term only)

From the summer term, parents of children in Year 5 have the same options as parents of Year 6 children (see 8.6 below).

9.6 Year 6 (and Year 5 – summer term only)

Parents of children in year 6, (and children in year 5, in the summer term only), have the option of collecting their child(ren) from the upper school playground, meeting them outside the school gates or allowing them to travel home independently.

9.6.1 Meeting children outside the school gates

The school cannot be held responsible for the safety of children once they have left the school's premises. Parents/carers who choose the option of meeting their

child(ren) away from the school gates should, therefore, ensure that their child(ren) is/are responsible enough to walk sensibly to an agreed meeting place.

Children are dismissed with the knowledge that if there is no known adult waiting to collect them within 10 minutes, they are to return into school to the main school office, where there will be a member of staff available to help them.

9.6.2 Independent travel

Children in Years 6 (and children in Year 5, summer term only) may travel home unaccompanied after school on receipt of written permission from parents/carers, (see Appendix 2). Children, who travel home alone, may bring a mobile telephone to school. Mobile telephones are only permitted in school in these circumstances, with the parents' permission and on the strict understanding that the school will not be held responsible for any loss or damage incurred. Mobile telephones are turned off whilst in school and handed to the class teacher at the beginning of the school day. These are then taken to the school office and returned to the classroom at the end of school.

9.7 Collection of Upper School children with younger siblings in Reception Year or Year 1

Parents may write to request that children in upper school, who have younger siblings in Reception Year or Year 1, be dismissed from the lower school playground, (see Appendix 3).

9.8 Collection of children from after school clubs or activities

All children are dismissed from after school clubs and activities from the main school reception. Parents/carers wait on the path outside the main reception to wait for their child(ren).

Parents/carers of children in Year 6, (and Year 5 in the Summer Term), indicate on the club consent form whether they will collect their child(ren) from the school, or if the child is allowed to travel home unaccompanied after the club.

Parents/carers who are late in collecting their child(ren) more than twice in the duration of an after school club, may be informed that their child(ren) will no longer be able to attend the club.

9.8.1 Cancellation of Clubs

If the club is cancelled for any reason, e.g. bad weather, a Groupcall will be sent. Children will be supervised until the normal finishing time of the club but parents may, if they prefer, collect their child from the playground at 3.20 p.m.

9.8.2 Parents with children in Year 6 (and Year 5, Summer Term only)

Parents of children who travel home independently may also, if they prefer, telephone the school to give permission for their child to leave at the end of the normal school day. If parental permission is not received, children are not allowed to leave earlier than the club's normal finishing time.

10.0 CHANGES IN COLLECTION ARRANGEMENTS AND EMERGENCY CONTACT NUMBERS

At all times, the responsibility remains with parents/carers to keep the school informed of any changes to collection arrangements or emergency contact numbers. Parents/carers of children in all year groups, who do not travel independently, send a letter informing the school of any temporary changes to collection arrangements, e.g. a child going home with another parent for a party, or telephone the school to advise of any last minute changes.

All Parents of nursery children will be given an individual password, which will be asked for if an unfamiliar person is collecting a child from the Nursery. The child will not be released without the correct password.

11.0 CHILDREN WHO ARE COLLECTED BY EXTERNAL AFTER SCHOOL CARE PROVIDERS

Parents/carers are responsible for making their own private arrangements with external after school carers. Parents send a form, informing the school of such an arrangement, giving the name of the provider, contact details and which days the child will be collected by them, (see Appendix 4).

Parents/carers are responsible for advising both the school and the after care provider of any temporary or permanent changes to these arrangements.

12.0 LATE COLLECTION OF CHILDREN

12.1 General lateness

All parents/carers have a responsibility to collect their child(ren) promptly at the end of the school day and to be in the designated waiting areas at the collection times specified in section 5.0.

Children who are not collected on time at the end of the school day are escorted to the main school reception, where the children's details are entered in the late collection book. Parents/carers come to the main reception to collect their child(ren)

and are asked to enter the reason why they are late and to sign the late collection book before their child(ren) is/are dismissed.

If parents are regularly late collecting their child(ren) from school, (more than twice in one week), a letter is sent home and, if improvements are not made, a meeting is arranged with a senior member of staff to discuss the ways in which the situation can, and needs to be, improved. If there is still no improvement, details are passed to the Local Authority's Attendance and Behaviour Officer.

12.2 **Late collection in an emergency**

The school recognises that, in an emergency situation, the late collection of a child may be unavoidable. In these circumstances the following procedures are put in place:

- parents/carers contact the school at the earliest possible opportunity, giving the reason for the emergency, the name and contact number of the person who will be collecting the child(ren) and the approximate time of arrival;
- a message is passed to the class teacher giving the alternative collection arrangements;
- the child is sent to the school office at the end of the school day to wait until he/she can be collected;
- parents/carers contact the school to advise of any further delays or developments in the situation, so that the school is kept informed and can offer support to the child(ren) where necessary;
- the child(ren)'s name is/are entered in the late collection book, with the reason for the late collection. The authorised person collecting the child(ren) is asked to sign the book before the child(ren) is/are released to them.

12.3 **Un-notified late collection**

If children are not collected within 10 minutes of being brought back to the main school reception, the following procedures are put into place:

- messages are checked to see if the school has been notified of any changes to the collection arrangements;
- club registers are checked to see if the child(ren) should be attending an after school activity;

- parents/carers are contacted to inform them that their child(ren) has/have not been collected;
- if it is not possible to contact parents/carers, other emergency contacts are contacted and asked to collect the child(ren);
- when a child has not been collected, within a reasonable amount of time, and it is not possible to contact an appropriate adult, the school contacts the Local Authority's social care department and informs the children's duty team that a child has not been collected;
- social workers or police officers collect the child from school and take him/her to the Local Authority's children's social care team;
- parents/carers contact Havering Social Services, (switchboard 01708 434343), or the police to establish the whereabouts of their child(ren).

NOMINATION OF AN AUTHORISED PERSON TO DELIVER/COLLECT A CHILD

Children are normally dismissed to a parent or other authorised person. Parents/carers may nominate additional authorised person(s), whom they consider to be a suitably responsible person, to deliver/collect their child(ren).

In line with guidance issued by the National Society for the Prevention of Cruelty to Children (NSPCC) and the Royal Society for the Prevention of Accidents (RoSPA), it is the school's policy that **no person under the age of 16 will be considered to be a responsible person.** Evidence of identification and age may be required by the school.

CHILD(REN)

Child's name: _____ Class: _____

Child's name: _____ Class: _____

Child's name: _____ Class: _____

AUTHORISED PERSON 1

Surname: _____ First Name: _____

Relationship to child(ren): _____

Contact number(s):

Mobile: _____ Home: _____

AUTHORISED PERSON 2

Surname: _____ First Name: _____

Relationship to child(ren): _____

Contact number(s):

Mobile: _____ Home: _____

I confirm that the above-named person/people is/are 16 years or older and is suitably responsible to deliver/collect my child(ren).

Parent/Carer's Signature: _____ **Date:** _____

DISMISSAL ARRANGEMENTS FOR CHILDREN IN YEAR 6 (AND YEAR 5 IN SUMMER TERM)

CHILD'S NAME: _____ **CLASS:** _____

Please tick boxes as appropriate:

- I will collect my child at the end of the school day.

- I give permission for my child to travel home independently at the end of the school day.
 - I give permission for my child to bring a mobile telephone into school. I understand and agree that the school will not be held responsible for any damage or loss incurred. (N.B. This option is only available for children who travel home independently. Children who are collected from school are not permitted to bring mobile phones into school.)
 - I do not give permission for my child to bring a mobile telephone into school.

Signature: _____ Date: _____

(Parent/carer)

**REQUEST FOR A CHILD IN UPPER SCHOOL, WHO HAS SIBLINGS IN RECEPTION YEAR OR YEAR 1,
TO BE COLLECTED FROM THE LOWER SCHOOL PLAYGROUND**

CHILD'S NAME: _____ **CLASS:** _____

I would like to collect my child from the lower school playground, as he/she has siblings in Reception Year and/or Year 1.

Names of younger siblings in Reception Year and/or Year 1:

CHILD'S NAME: _____ **CLASS:** _____

CHILD'S NAME: _____ **CLASS:** _____

CHILD'S NAME: _____ **CLASS:** _____

Signature: _____ Date: _____

(Parent/carer)

**NOMINATION OF AN AUTHORISED AFTER-SCHOOL CARE PROVIDER
TO COLLECT A CHILD**

Parents/carers are responsible for making their own private arrangements with external after-school care providers. In line with guidance issued by the National Society for the Prevention of Cruelty to Children (NSPCC) and the Royal Society for the Prevention of Accidents (RoSPA), it is the school's policy that **no person under the age of 16 will be considered to be a responsible person**. Evidence of identification and age may be required by the school.

NAME OF CHILD(REN)

Child's name: _____ Class: _____

Child's name: _____ Class: _____

Child's name: _____ Class: _____

DETAILS OF AFTER-SCHOOL CARE PROVIDER

Name: _____

Address: _____

Tel. No: _____ Mobile: _____

**THE AFTER-SCHOOL CARE PROVIDER WILL COLLECT MY CHILD(REN) ON THE FOLLOWING DAY(S)
EACH WEEK (please tick as appropriate):**

Monday Tuesday Wednesday Thursday Friday

I confirm that I authorise the above-named after-school care provider to collect my child(ren) after school on the days indicated above. I understand that it is my responsibility to contact both the school and the after-school provider of any temporary or permanent changes to these arrangements.

Parent/Carer's Signature: _____ **Date:** _____

Arrival and Collection of Children Policy

Approved by Head Teacher:

Head Teacher

Date