



# ARRIVAL AND COLLECTION POLICY

September 2016

## **Arrival and Collection of Children Policy**

### **Aims and Purpose**

St Joseph's Catholic Primary School has the highest regard for the safety of the children in our care – from the moment that they arrive until the moment they depart at the end of the school day. The purpose of this policy is to ensure the safeguarding procedures for the arrival and collection of children are robust, communicated to parents and adhered to by all school staff.

### **Arrival of Children**

Children should be accompanied by an adult unless parental permission has been given for them to come alone.

The electronic gate by the school's main reception will be opened at 8.45am. Children in Key Stage 2 (Years 3 to 6) will enter through this entrance and into school via the external door on the Key Stage 2 playground. Children in Reception and Key Stage 1 (Years 1 and 2) will enter via the green gate by the Reception's outdoor area and then through the yellow external doors into school. A member of staff will be stationed at each entrance point every day in order to record any messages from parents to then pass onto the relevant members of staff.

There is breakfast club provision provided available at the school every day from 8am or to attend one of the sports clubs which also start at 8am. Parents are advised to speak with a member of the office staff for further information.

Parents that use the Council car park are reminded to park responsibly, carefully and to be aware of other pedestrians when dropping off their child/ren at this busy time.

### **Collection of Children**

#### **Foundation Stage**

Children are dismissed by the class teacher from the Reception gate at 3.10pm.

#### **Key Stage 1**

The gate to the field is opened for parents at 3.15pm for them to wait on the Key Stage 2 playground. The electronic doorway entrance used the morning is too narrow to manage the flow of pedestrians and there is also a potential safeguarding risk if this gate is opened before the end of the day where any member of the public could access Little Saints Pre School or one of the classrooms.

Children are dismissed by the class teacher onto the playground at 3.15pm. Your child must always wait with their teacher until an adult arrives to collect them. If a change of adult is needed on a particular day then please inform the school office so that members of staff are made aware before the end of the school day. Children are not allowed to walk home on their own. An older sibling in Key Stage 2 is not allowed to collect a child from Reception or Key Stage 1. If the designated adult is unavailable please arrange another responsible adult to collect your child.

## **Key Stage 2**

Teachers must accompany their class to the KS2 playground for dismissal. By prior arrangement Year 5 and Year 6 children may be allowed to walk home by themselves if written permission is received. Parents who wish to let their child travel to/from school independently, must assess the risks associated with the school route and their own child's confidence and level of maturity. The most important factor is to consider the suitability of the child walking to/from school and whether there is any risk to the child. Parents should work with their children to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness. The school will support with any decision making and the considerations of risk.

Siblings over the age of 14 are allowed to drop off or collect a child as long as the same risk assessment process has been agreed by parents and this has been articulated to the school through the written consent form. Parents must be aware that it is an offence to leave a child alone if it places them at risk and this includes in the care of an older sibling if the level of supervision is likely to cause unnecessary suffering or injury to health.

### **Delayed Collection**

All children should be collected at the end of the school day (3.15pm), unless they are attending an after school club. Parents should notify the school immediately should, due to unforeseen circumstances, the arrangements for collection change or if they are delayed.

Any child not collected by 3.25pm (10 minutes after the end of school) will be brought back into school and will wait in the main reception. A member of the office staff will contact parents to assess the reason for the possible delay. If a child has not been collected after 3.30pm then the child will be sent to the After School Club.

Under no circumstances will a child be allowed to depart from the school unless it is with a previously identified authorised person.

### **Bus Collection**

Some children and parents catch the bus at the end of the school drive after school. The children will be escorted to the school's main reception just before the end of the school day by a member of staff. The children are not allowed to be collected before 3.15pm from this point.

### **After School Clubs**

Members of staff in charge of an after school club must obtain written consent from a parent for the child to stay. The parent will have been informed of the time of collection on the original letter and this should include a contact name and number (preferably a mobile contact).

Clubs run by independent providers will still need to monitor the collection of children and inform a member of the senior leadership team if there are any concerns.

Parents need to inform the school if arrangements for collection change, no later than a day before the event.

If at any time during the day a child needs to be collected from school then parents must notify the school office and also bring a copy of the child's appointment with them upon collection.

**Policy Review**

This policy has been agreed by school staff and academy committee members and will be reviewed on an annual basis.

Date agreed: Autumn term 2016

Signed (Chair of the Academy Committee): Mrs S Price

Signed (Principal): Mr A Carry

**Arrival and Collection of Children Policy**

**Leaving School Site Permission Form**

I have read and understood the terms referenced within the school's Arrival and Collection Policy and am satisfied with the risk assessment of my child's return route from school.

I give permission for my child \_\_\_\_\_ in Year \_\_ to walk home/cycle home unsupervised at the end of the school day (from 3.15pm onwards).

I give permission for my child \_\_\_\_\_ in Year \_\_ be collected by his/her brother/sister at the end of the school day (from 3.15pm onwards). I can confirm that this child's sibling is over 14 years of age.

Please complete as applicable.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact number: \_\_\_\_\_