

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

### **Arrival of Children at 8:45am**

- Staff will be on duty to welcome the children from 8.45am.
- We do not expect children to arrive before this time and all children must be accompanied by an adult who should remain with them until 8:45am. Children remain the responsibility of their parents/carers until 8:45am.
- Y5 and Y6 pupils can arrive on their own **with written permission from their parents/carers.**
- Staff will open the classroom doors at 8:45am and children can then enter via their entrance door.
- If children arrive after the bell and door/gate closure, parents/carers must escort their child around to the school's main office and a reason must be provided for their lateness. They will then be escorted or directed to class by a member of staff.
- The main gate is locked at 8:55am for safety reasons so parents/carers must have vacated this area by then.

Children may NOT leave the school site once they have been dropped off.

### **Collection of children from 3:15pm**

- The main school gate will be opened at 3:10pm.
- The children must be collected from the school playground via their class room door/designated exit door (Y5 via the corridor door and Y6 via the Library door).
- Children will be dismissed by the Class Teacher or Teaching Assistant from their classroom door onto the playground.
- Staff will keep all children inside the classroom until their designated adult arrives to take them home.
- A Teaching Assistant/member of school staff will be allocated to support dismissal for any supply staff.
- Children must be taken home by a designated adult and the teacher will only release children to that designated adult.
- If a child is to be collected by anyone else other than the parents/carer on a regular basis, school will require written permission from the parent/carer.
- Children attending After School Club will be collected by a member of St. John's Nursery team and taken across to the building. A list of these children is provided to staff.

- Children attending a sport/after school club will be taken, internally, to the school hall and passed over to the club leader. A list of these pupils will be provided to staff.
- Year 5 and Year 6 children may be allowed to walk home by themselves if written permission is provided, via the parent/carer to the school.

### **Emergency collection**

In an emergency, the parent/carer will ring the school office and officially inform school that a neighbour or friend will be collecting their child. The parent/carer will grant authorisation and provide a password for the adult to use with the classroom teacher. If school is satisfied that the adult collecting is authorised, the classroom teacher will be informed with a written card with password and will, in person, dismiss to that adult.

### **Delayed collection**

- All children should be collected at the end of the school day at 3:15pm, unless they are attending an after-school club. Parents/Carers will notify the school office immediately should the arrangements for collections change or if they are delayed due to unforeseen circumstances. Children not collected by 3.15 will be retained in the classroom by the class teacher until 3:25pm.
- Any child not collected by 3:25pm will then be brought by the class teacher to wait in the main reception area. A member of staff will ring the school contact numbers to try to reach a responsible adult to collect the child. This will be logged, on our safeguarding system, as a concern if school have not been informed of a delayed collection.
- If this is persistent during any half term the parents/carers will be asked to attend a meeting with the Head Teacher or Pastoral Lead to discuss this further. Further logs may be referred to the Local Authority Attendance Enforcement Team and Social Care.
- If a parent/carer fails to arrive and all contact details have been exhausted Social Care will be informed.

### **Collection for Appointments during the School Day**

School must be informed if a child has a medical or other authorised appointment to attend. Evidence of the appointments will be asked for. Staff will then make arrangements for the child to be ready for collection.

Parents/carers should report to the office to collect their child. Please allow enough time for the office to notify the class teacher and for your child to be dismissed and signed out at reception.


## Separated Parents

Please note that staff cannot prevent a separated parent from collecting their child unless there is a court order in the school's possession preventing that parent from having access to the child.

If school is unaware of arrangements and the collection by a separated parent is unusual and during the school day we will endeavour to inform the prime carer that the other parent is here to collect their child. At any time if a child is anxious and was also unaware of the arrangement school will make contact with the prime carer before letting the child go.

Agreed by Staff: May 2023

Agreed by Governors: May 2023

Signed by Head Teacher: 

Signed by Chair of Governors: 