

# South Ascot Village School



## Arrival & Collection of Children Policy

### **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.

### **AUTHORISED PERSON**

An authorised person is a suitably responsible person to whom parents/carers have given the authority to deliver/collect their child(ren). 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. Passwords may be used as a way of identifying an unknown adult who has been granted permission by the parent or carer to collect their child(ren).

If parents/carers wish to nominate an authorised person to deliver or collect their child(ren) on a regular basis, 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 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 (with parental responsibility) unless there is a court order and the school has a copy of this.

## **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:

	Breakfast Club	Foundation Stage 1	Foundation Stage 2	KS1	KS2
Doors open	8:00am	08:45am		08:40am	08:40am
Official Beginning of Day		08.50am	08.50am	08.50am	08.50am
Collection	Taken to class @ 8:45 by staff members	Mornings only @11:50am Lunch club @12:30pm Afternoon Session@3:20	3.20pm	3.10pm	3.20pm

## **LATE ARRIVAL OF CHILDREN**

### **Main School Site**

Any pupil who is late (After 9am) in Years 1 to 6 must press the pedestrian gate buzzer to gain entry to the school and enter the school via the main school office with their parent or carer and report the reason for their lateness.

### **Foundation Stage Site**

Any pupil who is late (After 9am) in Foundation 1 or 2 must press the door entry buzzer to gain entry to the school where a member of staff will greet you.

## **NORMAL ARRIVAL AND COLLECTION PROCEDURES**

### **Breakfast**

Parents/Carers deliver their child(ren) to the hall doors where a member of staff will greet them. Children will be sent or / taken to class at 8:45am by a staff member.

### **Foundation stage 1 and 2**

Parents/carers deliver their child(ren) to the front doors of the foundation stage site where a member of staff will greet them. Children will also be dismissed from this exit.

### **Year 1, 2, 3 and 4**

Parents/carers deliver their child(ren) to the classrooms via their outside playground doors from 8:40am where a member of staff will greet them. Children will also be dismissed from these doors at the end of the school day to their parents / guardians.

### **Year 5 and 6**

Parents/carers deliver their child(ren) to the hall doors between 8:40 and 8:50am where they can walk themselves to their classes. Year 5 children will also be dismissed from the hall doors at the end of the school day to their parents / guardians. Year 6 are permitted to walk home on their own if they have their parents' permission.

If any un-authorized persons approach school with the attention of collecting children parents will be contacted and their child will not be allowed to leave the premises without the consent of parents.

### **INDEPENDENT TRAVEL**

Children in Year 6 may travel home unaccompanied after school. Children, who travel home alone, may bring a mobile telephone to school. 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 main school office at the beginning of the school day. These can collect their phones from the main school office at the end of school.

### **COLLECTION OF CHILDREN FROM AFTER SCHOOL CLUBS**

All children are dismissed from after school clubs and activities from the place where their club took place. Children taking part in sports clubs on the field should be picked up from the playground where an adult will hand them over. Year 6 pupils will be allowed to make their own way home if this is normal practice for that individual.

### **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 send a letter/inform the class teacher in the morning, 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.

### **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 must inform the school of such an arrangement, giving the name of the provider, contact details and which days the child will be collected by them.

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

### **CHILDREN WHO ARE COLLECTED BY TAXI**

Children being picked up by taxi, must be done with prior arrangement with the school by the parent/ carer. Parents/ carers must name taxi's company name and the destination to which the child is to travel. Taxi drivers must report to the office and children will be delivered to them from the front office.

### **LATE COLLECTION OF CHILDREN**

#### **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 specified collection times.

Children who are not collected on time at the end of the school day are escorted to the main school office and wait on the top landing.

If parents are regularly late collecting their child(ren) from school, (more than twice in one week), a conversation is had with the parent, 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.

### **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;

### **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);
- in extreme circumstances, when a child has not been collected 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;

Reviewed: April 2017

K J Rimell