

Arrival and Collection Policy

This policy is aimed at ensuring that our pupils are safeguarded at the points of being dropped off and being picked up from school.

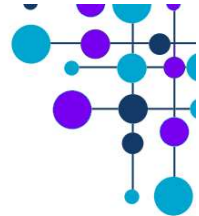
The following information outlines the expectations of our school's policy for dropping off pupils at the start of the school day and picking up pupils when the school day is over.

Arrival

- EYFS and Key Stage 2 pupils should use the gate to the right of the school entrance, near the Community Room.
-
- Key Stage 1 pupils should use the gates to the left of the school entrance and wait in lines on the KS1 play area.
- Children in Years 1 to 6 should arrive promptly for school and be in their class lines, ready for their teachers to collect them from the playground, for **8.20am**.
- Children attending early years should be taken to the EYFS doors on the main playground.
- Children in afternoon Nursery should arrive at the Foundation Stage door for **12.00pm**.
- Any child arriving after 8.55am (when the rest of the pupils have already entered school with their class), should report directly to the main Reception with their parent/carer. It is the role of the parent/carer to sign-in their child and provide a valid reason for being late.
- If lateness is persistent, parents/carers will be asked to attend a meeting with a member of the Senior Leadership Team and/or the Pastoral Team.
- Nursery and Reception aged children must be dropped off by an authorised adult aged 18+.
- Children in Years 1-4 may be dropped off by an older sibling or authorised person aged 14+.
- Children in Year 5 & 6 are allowed to walk to school independently with written parental consent (see guidelines below).

Collection

- Parents/carers should avoid collecting their children before 3.00pm, unless there are exceptional circumstances and this has been agreed with school. All parents/carers will be required to sign out their child if collecting before 3pm. If applicable, you will be asked to provide a copy of the appointment letter. Early pick-ups affect attendance and parents/carers could be invited to a meeting with a member of the Senior Leadership Team/Pastoral Team if early collection becomes a concern.
- All children should be collected by an authorised adult at 3.00pm.
 - o Morning Nursery will be released from the Foundation Stage door at 11.50am
 - o Reception and Afternoon Nursery children will be released from the EYFS doors.
 - o Year 1 and Year 2 will be released from their classroom doors.
 - o Year 3 and Year 4 will be released from the playground side of the tunnel.
 - o Year 5 and Year 6 will be released from the KS2 playground door.

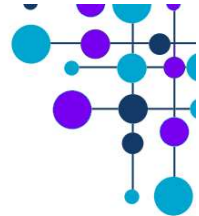


- Authorised adults should wait near these doors but not too close to overcrowd.
- The only access to and from the playground is by using the gate to the right of the main entrance (near the Community Room).
- Class Teachers will dismiss each child when they have seen that the parent or authorised adult is present (unless the pupil has parental permission to go home by themselves).
- Any child who is not collected by 3.05pm will be taken to the main office and their parents will be contacted. A reason for late pick-up will be requested. If this becomes a regular occurrence, parents/carers may be asked to attend a meeting to discuss any issues.
- Under no circumstances will a child be handed over into the care of an unknown or unauthorised adult until we make direct contact with parents/carers to establish they are safe to take the child.
- It is a parent/carer's responsibility to ensure that school are aware of all authorised adults who they intend to collect their child.
- Reception and Nursery aged children MUST be collected by an authorised adult aged 18+.
- Children in Years 1 – 4 must be collected by an authorised person or an older sibling who is aged 14+. If there are any issues arising from this part of the policy an appointment to discuss this should be made with a member of SLT.
- Year 5 and 6 children may walk home alone if written parental consent is provided (See guidelines below).
- In the event that a child has not been collected by 5.00pm and no reason has been provided by the parent/carer, we will follow school procedures and notify the Police and/or Social Services.

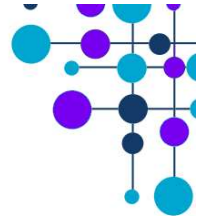
Please Note: Year 5/6 children with siblings in school are not permitted to drop off or collect siblings who are in EYFS and/or Years 1 – 4.

Parents/Carers who wish for their child/children to walk home unescorted at the end of the school day must adhere to the following guidelines:

- Parents/Carers must have registered with the school that they are prepared for their children to walk directly home from school at the end of the day and MUST have given written consent (see appendix 1 for letter template).
- Children must be in Year 5 or 6.
- It is the parent's/carer's responsibility to check the route that their children may walk home in order that they may make a reasonable assessment of the appropriateness of the journey. Crossing of busy roads and walking through secluded areas is not advised. A single route must be agreed.
- Parents/carers must be certain that children have an awareness and understanding of the Green Cross Code and 'Stranger Danger'. It is the parent's/carer's responsibility to ensure they are sufficiently happy that their child is capable of undertaking the proposed journey safely.



- If the journey involves additional modes of transport, the parents/carers should consider their child's ability to navigate these safely and discuss how they would deal with unforeseen circumstances i.e. missing the bus, getting off at the wrong stop, travelling alone in a taxi.
- During winter months and/or inclement weather, children must be dressed appropriately for the journey they are undertaking.
- Children should preferably walk in a group and not alone.
- Children should know their home phone number (plus one other emergency contact) and have their own mobile phone.
- Any child must be capable of arriving home within 30 minutes of the end of the school day. Journeys over 30 minutes are not considered appropriate for children to walk or travel by other means at this stage.
- It is the parent's/carer's responsibility to verify that their child has arrived home safely. If any child does not arrive home within the agreed timeframe, parents/carers must immediately notify the school in order that appropriate action can be taken.
- If any child does not arrive home within the agreed timeframe and direct contact with the child has not been established by either school or parents/carers, school will instigate the missing person's procedure in conjunction with the relevant authorities.
- If the missing person procedure is initiated, there must be a point of contact remaining at both the home and school location until further advised by the relevant authorities.
- If a child does arrive home after the missing person procedure has been instigated, immediate notification to the relevant authorities/emergency services must be made. This is to enable the missing person procedure to be stood down.
- Once the missing person procedure is initiated, responsibility will pass to the relevant authority to further any enquiries. Both parents/carers and school will be guided by them in order that a successful outcome is achieved.
- Where parents wish to give permission for pupils to walk to/from school alone, each pupil will be evaluated on a case-by case basis. If it is felt that a pupil is vulnerable or not mature enough to cope with the journey alone, school will insist upon an adult dropping-off and picking up.



Appendix 1-

Parental Permission to Walk Home Unescorted

I give permission for my child to walk home from school unescorted.

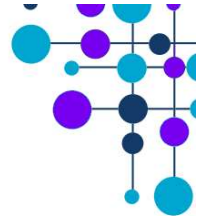
I can confirm the following;

- My child is in Year 5 or 6 and will be dressed appropriately for the journey.
- I have checked the route my child will walk and I am confident they will demonstrate an understanding of the Green Cross Code and 'Stranger Danger'.
- If the journey involves additional modes of transport, I am confident of my child's ability to navigate these safely.
- My child will walk home in a group where possible.
- My child will have their mobile phone with them during the journey. This has their home telephone number plus one other emergency contact stored on it.
- The journey home will take less than 30 minutes.
- If my child does not arrive home within 30 minutes of school finishing, I will notify the school in order that appropriate action can be taken.

Child's name: _____ Year group: _____

Parent/Carer signature: _____

Date: _____



Appendix 2

Collection from School by an agreed person

I give permission for my child to be escorted home by an agreed person.

I can confirm the following;

- My child will be collected by _____
- I have checked the route my child and the agreed person will walk and I am confident they will demonstrate an understanding of the Green Cross Code and 'Stranger Danger'.
- I have notified school of the contact details of the agreed person.
- If the journey involves additional modes of transport, I am confident of my child's and the agreed person's ability to navigate these safely.
- The agreed person will have their mobile phone with them during the journey. This has my home telephone number plus one other emergency contact stored on it.
- The journey home will take less than 30 minutes.
- If my child and the agreed person does not arrive home within 30 minutes of school finishing, I will notify the school in order that appropriate action can be taken.

Child's name: _____ Year group: _____

Agreed person's name: _____

Parent/Carer signature: _____

Date: _____