# Sedlescombe Church of England Primary School

# Dropping and Collecting Children at School Policy and Routines

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| Implemented | September 2019 |
| Review Cycle | Annual |
| Review Date | September 2020 |

**Introduction:**
This policy aims to clarify who is responsible for the children during the transition from home to school at the start of the day and school to home at the end of the day. It also aims to clarify the school procedures for dropping and collecting children from school. The policy aims to ensure that there is minimal risk to children during the transition to and from school and to ensure their safety at all times. The staff at Sedlescombe Church of England Primary School are committed to ensuring that the safety of all children is a top priority and will seek to ensure this policy is adhered to at all times.

Who is this Policy for?
This policy is for parents and carers as well as school staff. It is important that parents/carers ensure that their children understand and are regularly reminded of the arrangements that apply to their circumstances.

**School Times:**

Morning:

| Time | Activity |
|---|---|
| 8:35 am | School gate opens and parents and children can wait safely in the school grounds for the playground gates to open.<br>Children must be supervised as there is no member of staff on duty. |
| 8:40 am | Playground gate opens and member of staff begins playground duty. Children remain the responsibility of parents and carers until children enter the school building. |
| 8:45 am | First bell rings and children begin going into class. A teacher is on duty in the classroom to supervise the children. Children start their early morning work. |
| 8:55 am | Second bell is rung and the school gates are closed. Children arriving after this time will be marked as late.<br>Children arriving at school late should be brought to the school office and be signed in. |

Afternoon

| Time | Activity |
|---|---|
| 3:20 pm | School gate opens and parents and carers can wait safely in the school grounds for the playground gates to open. |
| 3:20 pm | Playground gate opens and parents and carers can wait outside the classroom doors ready to collect children. |
| 3:25 pm | School finishes and children will be handed over to an agreed parent or carer by a member of staff.<br>Children may only be collected by an authorised adult. |

**Parking at School**
Many of our children travel to school by car and to maintain the safety of all of our children it is essential that everyone parks legally and considerately. We ask that all parents and carers follow the following rules when parking to drop and collect children from school:

- If possible park in the village car park or in the village and allow the children some exercise as they walk the final distance to school.

- Do not park in or drive down Gammons Way past the entrance to the car park. The paths to school are very narrow and driving down Gammons Way increases the risk to children walking into school.*

- Do not park where you cause an obstruction to a neighbour's drive.

- The Highway Code states that you **MUST NOT** wait or park, or stop to set down and pick up passengers, on school entrance markings. It also states that you should not park near to a school entrance.

- Do not drive down to the school entrance to drop children off or turn around as this creates a danger for children walking into school.*

- When parking please ensure that you do not cause an obstruction and interrupt the flow of traffic.

- Do not park near the entrance to the car park or the junction of Brede Lane and Gammons Way. The **nearest you** can legally **park** to a **junction** is 10 metres (or 32 feet). This is to allow drivers emerging from, or turning into, the **junction** a clear view of the road **they** are joining. It also allows them to see hazards such as pedestrians or cyclists at the **junction**.

* Parents and carers who are displaying a blue badge may drive down to the school entrance to drop and collect children from school, however, the school gates should be approached with great care.

Please see Appendix 1 for a map outlining the areas where parents should not park for the safety of all of our children.

**Safety Walking to School:**
All pedestrians, including children walking to school alone, must keep to the pavements and remain vigilant when crossing roads as there are no designated crossings near school.

All children, including those walking alone, remain the responsibility of their parents and carers until they have arrived at school and entered the school building.

**Arriving at School:**
A member of the Senior Leadership Team is always on gate duty at the beginning of the school day. In addition to this there is a member of staff on duty at the entrance to Key Stage 1 (Year 1 and Year 2) and at the door to the reception class.

Any brief messages regarding your child can be given to the member of staff on duty and they will pass this to the class teacher. The message will be recorded on a Message Slip (Appendix 2) which will then be handed to the class teacher.

Children are expected to follow the school behaviour code from the moment they enter the school grounds and must enter the school building as soon as the first bell is rung at 8:45 am or straight away if they arrive after 8:45 am.

Teachers are not available to meet with parents and carers in the morning without a pre-arranged appointment. This is because teachers are responsible for their class from 8:45 am and will be starting the school day and teaching children who need support with their learning whilst the class teaching assistant is delivering the daily fact fluency lesson.

Please do not ask to speak to the class teacher at this time as this disrupts the morning routines for the whole class.

If you need to have a conversation with the class teacher then please speak to the member of staff on door or gate duty who will make a note of this request and pass this to the class teacher. The class teacher will either telephone you or speak to you at the end of the school day.

Alternatively you can speak to the school office and make an appointment to speak to the class teacher at a mutually convenient time.

Parents and carers should leave the school grounds by 8:55 am to allow the school gates to be closed and the site secured.

Any children arriving late at school **must** be accompanied by their parents to the school office once the gate is closed. The gate will not be kept open for latecomers.

**Children Attending Breakfast Club:**
Breakfast Club runs every morning from 8:00 to 8:45 am. If you wish your child to attend Breakfast Club this must be booked and paid for in advance using School Gateway. The main school gate opens at 8:00 am so that parents can come to the main school entrance to drop their child at Breakfast Club which takes place in the school hall.

A register is taken each morning to ensure that everyone due to attend has arrived safely. The main school gate is then shut at 8:15 am to secure the school site prior to the start of the main school day. Children arriving after this time will need to ring the bell to gain access to the school site.

**Collection from School:**
Parents are asked to check their contact details annually and make any necessary amendments. As part of this process parents are asked to indicate key contacts who may be contacted in the case of an emergency and who may be deemed a designated person to collect your child from school. These are logged and updated on our school management system and each class teacher has a copy of the designated contacts for each child. Anyone named as a designated contact may collect your child from school as required.

**Temporary Change to Collection Arrangements:**
Sometimes circumstances can change and alternative arrangements need to be made for the collection of your child at the end of the day. If you need to make a temporary change to the person collecting your child you will be asked to inform us of this so that a **Collection Message** (Appendix 3) can be completed to let the teacher know that someone different will be collecting your child. This message will be passed to the class teacher. The person on the gate

can be given a message and they will fill in a Collection Message on your behalf, a phone call can be made to the school office or you can pop into the school office and a Collection Message will be completed for you.

If this is a person not known to the class teacher they may be asked for identification so that we can ensure that we are handing your child over to the correct person.

Please note: We are unable to accept a temporary change of contact from anyone other than the designated contacts on our management system. We cannot accept the change from another parent or the child themselves.

If circumstances change during the school day and alternative arrangements need to be made for the collection of your child at the end of the day, then a **phone call** must be made to the school office by one of the designated contacts on our information management system and a Collection Message will be passed to the class teacher.

**Permanent Changes to Collection Arrangements:**
If you need to make a permanent change to the collection arrangements for your child then we will need to amend this on our school information management system and update your details. You will need to complete a **Permanent Change in Collection Arrangements Form** (Appendix 4) and we will then update the contact list the class teacher holds and they will be listed as a designated person that can collect your child.

A permanent change to the designated contacts for your child must be made in person by the parent/carer who has primary care for your child. We will not accept permanent changes by telephone.

**Collecting Children at the End of the School Day:**
Parents and carers are responsible for collecting their child on time at the end of the school day. Parents and carers should not collect any child other than their own unless they are a designated contact for that child or the parent has completed a **Collection Message** either via the member of staff on gate duty or the school office informing the class teacher that the child is being picked up by someone different. The class teacher will not allow your child to leave with anyone **not** on their list at the end of the school day.

**Collection Procedures for Class Mozart – Reception:**
Parents and carers of children in Class Mozart will enter the school playground and wait by the main playground door opposite the classroom door to Class Mozart. A member of the Class Mozart teaching team will open the door and hand the children over to a designated adult one at a time. **Please be patient whilst we ensure your child is safe and leaves with the correct designated adult.**

**Collection Procedures for Year 1 to Year 5:**
Parents and carers of children in Years 1 to 5 will enter the school grounds and wait outside the playground door to their child's class. At 3:25 pm the class teacher will begin to dismiss the children one at a time to each child's designated adult. **Please be patient whilst we ensure your child is safe and leaves with the correct designated adult.**

**Collection Procedures for Class Vivaldi – Year 6:**
Parents and carers will collect children from the outside classroom door where a member of the Year 6 teaching team will hand the children over to a designated adult.

Once in Year 6 we allow children to either walk home alone or to an agreed location to support their transition to secondary school. If you wish your child to be more independent and to be allowed to leave the school independently to meet you at an agreed location e.g. village car park, then you will be asked to put this request in writing to the school. Once written notification has been received we will update the contact list the class teacher holds and your child will be allowed to leave the school unaccompanied. **Please note that if you choose to meet your child at an alternative location to the classroom you become responsible for your child as soon as they leave the school building.**

**Collection from After School Clubs**
A member of the class teaching team will take children on the club register to their appropriate club location and ensure they are registered with the appropriate adult in charge of the club.

The procedures for collecting your child from an after school club are the same as for the end of the school day. Any designated person may collect your child from an after school club. If you wish your child to be collected by an adult not on your child's designated contact list then a **Collection Message** will need to be completed. You will be informed of the collection point for the school club once your child has registered to attend via the School Gateway.

If your child will not be attending the after school club for any reason it is important that you let the school office know so that we can update the club register for that day.

**Attendance and Collection from Twilight**
Twilight is our after school child care service. Twilight must be booked and paid for in advance using School Gateway.

At the end of the school day teachers receive a list of all the children booked into Twilight. These children are then taken to the school hall where they are met by one of the Twilight members of staff who will take them to Twilight. A register is then taken to ensure that all children booked in are at the club.

Children must be collected from Twilight by a child's designated contact and if you wish your child to be collected by an adult not on your child's designated contact list then a **Collection Message** will need to be completed. When your child is collected from Twilight you will be asked to sign your child out so we have a record that every child was collected and by whom.

Designated adults should collect their child directly from Twilight by going up the path on the left hand side as you enter the main school gates. At the top of the path is a locked gate and you will need to ring the bell to gain access to Twilight. A member of the Twilight team will then come and let you in to collect your child.

**Procedures for Children Not Collected at the End of the Day:**
We understand that, very occasionally, parents and carers may be delayed in collecting their children. It is essential that parents and carers telephone the school promptly if they are delayed in traffic or for any other reason. We will then ensure your child is looked after until you can collect them.

Any children not collected from their classroom at the end of the day or following an after school club will be escorted to the school office and must then be collected from there. The office staff or club leader will telephone the prime contact on the designated contact list to find out what has happened and to establish who is collecting the child and when they will

arrive. Please note that it there is going to be a long delay in your child being collected they will be placed in Twilight and you will be charged for this childcare service.

If we have not made contact with any designated person within 30 minutes of the collection time we reserve the right to contact Children's Services or the Police.

**Child Protection Concerns:**
In order to keep your child safe at all times, Sedlescombe staff will not allow your child to leave with anyone not on the designated collection list. If we do not have the correct designated person on the list then we will make contact with the parents to confirm the collection before allowing the child to leave the school premises.

**Please keep the school informed if there is anyone who should not be allowed to collect your child from school.**

If you are concerned about someone who may attempt to collect your child from school against your wishes, then please come and see the Headteacher immediately. Providing they do not have parental responsibility, then this will be securely logged on our information management system and the class designated collection list will be amended accordingly. You will be asked to provide a photograph of the person you do not want collecting your child so we can ensure we are able to verify their identification.

There are legal issues surrounding who is able to collect children that relate back to whom has **parental responsibility** and if there is any doubt, you should check this with the school office. This is based on the information you provided for us on your admissions form. School cannot prevent a parent with parental responsibility from collecting a child from school unless we have a copy of an agreement or court order that says otherwise. Please ensure that we have a copy of any legal documentation relevant to your child.

**Appendix 1: School Parking Map**

**Appendix 2: Message Slip**

## Message Slip

**Message From:** _____

**Message to:** _____

**Message:**

## Message Slip

**Message From:** _____

**Message to:** _____

**Message:**

**Appendix 3: Collection Message**

## Collection Message

**Child's Name: _____**

**Class: _____**

**Will be going home with the following person today:**

_____

**Thank You**

## Collection Message

**Child's Name: _____**

**Class: _____**

**Will be going home with the following person today:**

_____

**Thank You**

**Appendix 4:**

# Sedlescombe Church of England Primary School

**Headteacher: Mrs Caroline Harvey**

Dear Mrs Harvey,

I am writing to request that the following change be made to my child's contact list:

**Addition to Contact List:**

Please arrange for the following person to be added as a contact for my child. I understand this will give them permission to be contacted by school if my child is unwell or there is an emergency. It also gives them permission to collect my child from school.

Name of Child: _____

Name of person to be added: _____

Relationship to child: _____

Contact telephone number: _____

**Removal from Contact List:**

Please remove the following person from my child's contact list. I understand that this mean that they will no longer be able to collect my child from school unless I notify you giving permission for them to do so.

Name of Contact to be removed* _____

Please note that you cannot remove someone with parental responsibility without a court order or similar documentation.

Signed: _____ Date: _____