



**St Cecilia's**  
CHURCH OF ENGLAND PRIMARY SCHOOL

*'Therefore encourage one another, and build each other up.'*

# Drop off and Pick up Policy

Date:	January 26
Review:	January 28



## **Introduction**

In order to safeguard our pupils at St Cecilia's CofE Primary it is essential that the school ensures all children arrive at and leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school. Sometimes there will be 'one-off' arrangements. For this reason, we have set out clear procedures which all staff and parents/carers must adhere to

## **General Drop-off Arrangements**

- The school gates are opened at 8.35am for a rolling start. Children can enter the school at this time and calmly make their way to class. An adult will be in their classrooms waiting.
- There will be a member of staff at the gate at 8.35am to welcome the children and to take any messages for the class teachers.
- Parents are responsible for their children before the opening of the gates at 8.35am
- The school gates are closed at 8.50am
- Registers are taken at 8.50am and all children are expected to be in school at this time.
- Children who arrive after 8.50am are required to come into school via the school office and a reason for lateness is given.
- At 9.15am (30 minutes after the start of the school day) the registers will be closed. In accordance with the regulations, if your child arrives after that time, they will receive a mark that shows them to be on site – 'U', but this will not count as a present mark and it will mean they have an unauthorised absence.

## **General Collection Arrangements**

- The end of the school day is 3.15pm
- Children are to be collected at the end of the school day from their child's class teacher or the teacher supervising the class at the time.
- Children will be dismissed from the following places:
  - Nursery – through their back door to the nursery garden
  - Reception – through their back door through the Reception Garden
  - Year 3/4 – through the hall doors, nearest the kitchen
  - Year 5 – through the bottom hall doors
  - Year 6 – through the doors at the bottom of the stairwell
- Parents and Carers must inform the school of all agreed collecting adults by completing the 'Agreed collectors' form
- Children must inform their teacher when their agreed adult has arrived.
- Teachers will not release their children until they have seen an agreed adult
- Children who have given permission to walk home alone can be released
- If there are concerns about a child walking home alone, the teacher will call the parent or carer.
- Children are not to be released from school with someone if they are showing signs of distress or anxiety.
- Children are not to be released if the teacher feels that the parent is not in a fit state to ensure their child's safety. This will be immediately reported to the Designated Safeguarding Lead in school.

### **Late collection Procedure**

- The expectation is that parents collect at 3.15pm unless there is an extenuating circumstance.
- If a child is not collected by 3.15pm the child will sit at the office and parents will be contacted.
- If parents cannot be contacted, then the emergency contact will be called
- If children are regularly collected late, they will be invited for meeting with the Head of School.
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with the Educational Welfare Officer or Children's Social Care.
- When a child has not been collected by 4.00 pm, the child will be enrolled with our After-school club provision and parents will be liable to pay the cost for this service.
- In the event of a child not being collected from school and the school being unable to contact any emergency contacts / receiving no notification from the parent/carer within 45 minutes of the end of the school day, the school will follow its child protection procedures, i.e. the Police may be informed and a safeguarding referral may be made to Children's Services.

### **Early collection Procedures**

Whenever pupils need to be collected before their formal dismissal time, parents/carers must provide prior notification by writing or by telephoning the school. This is to ensure that the class teacher is notified and therefore has sufficient time to distribute any homework/notices.

At the time of early collection, parents/carers must report to the school office. Parents/carers are required to sign the child out with the time that the child is being collected. Office staff will notify teachers that the parent/carer has arrived to collect the pupil. Parents/carers are kindly requested to wait in the office area for their child to arrive from the class.

The School recognises that at times, pupils will need to attend appointments (including medical appointments) during the school day. In such cases, parents/carers are welcome to collect their child for the appointment and then return them to school during the school day. Parents are required to sign their child out of school. The office will ensure that the child is signed out of school when leaving the premises. When parents return their child to school, they must report the child's return to the school office so that the school is aware that the child has returned and is back on the school premises. The office will ensure the child is signed back into school upon their return.

### **Children walking home alone**

*"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school". (Is it legal? A parent's guide to the law by the Family and Parenting Institute -June 2011).*

*The NSPCC advise the following:*

- *Children under 8 should not be outdoors for a considerable length of time unaccompanied*
- *Children under the age of 12 should not be home alone for more than a very short period of time*

Only children in Years 5 and 6 are allowed to walk to school or to home provided parental consent has been given in writing. The school keeps a register of children who have permission to travel to and from school independently which is shared with the child's class teacher. Children must notify the class teacher when leaving school. The children will always be encouraged to walk home together in pairs.

In an extenuating circumstances or if an alternative method of transport (e.g. buses/ taxis) are required for children in Year 6 to travel home in independently, then a request must be made in writing to the Headteacher. If approved a signed parental consent form will be kept on record.

If a child should not arrive home at the expected time the parent/carer is expected to notify the school immediately.

These permissions only apply to children leaving school at the end of the school day: any child leaving school early (e.g. for medical reasons) or leaving school later than normal home time must be collected by a responsible adult.

#### **Children travelling by taxi**

- It is the parent's responsibility to ensure children get on the taxi in the morning safely.
- When children arrive in the morning, they should wait patiently by the school gates for them to open.
- Children who do not follow the above, will have parents contacted to make other arrangements
- Children travelling by taxi will be gathered together at the end of the day by class teachers. Once they are together, they will be guided to the taxi along with the taxi driver.
- Parents are responsible for ensuring children get off the taxi safely when they get home.

#### **Drop off and collection by an older sibling**

It is the parent/carer's responsibility to ensure that their child is dropped off and collected by a responsible person.

- Children in KS1 will only be released to an adult or a sibling over the age of 16 with written consent.
- Children in KS2 may be released to a sibling (of secondary school age) with written consent from a parent.

#### **Parental responsibility**

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.

Children will not be allowed to leave school with any adult that has not been listed as an approved collector from Appendix A. It is the parents'/carers' responsibility to notify the school if someone other than an approved person is collecting their child. Children will not be released to another parent without the school being informed

**Appendix A**



**PERMISSION FOR PUPILS TO WALK TO AND FROM SCHOOL UNACCOMPANIED (Year 5 and 6 only)**

The person with parental responsibility must complete and return this reply slip to school before the school will release your child unaccompanied.

Name of child:

Year:

I wish to inform you that my child will be walking to/from school unaccompanied on the following days (please tick as appropriate):

Monday .....

Tuesday .....

Wednesday .....

Thursday .....

Friday .....

I will notify you immediately should this arrangement change.

I have read and understood the guidelines, systems and reasonable precautions set out in 'policy on safeguarding pupils walking to and from school alone'.

Signed \_\_\_\_\_

Date: (d/m/y) \_\_\_\_\_

Print Name \_\_\_\_\_

## Appendix B



**FAO MR THOMAS**

I am writing to request that my child \_\_\_\_\_ is permitted to travel home independently from school using the following mode of transport:

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I can provide the following details of the journey e.g.

- Expected time of arrival
- Bus/ taxi company name/ number
- Named person on board if applicable
- Route to be taken

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The exceptional circumstances for this request are as follows:

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I appreciate that the outcome of this request is the decision of the Headteacher and will contact Mr Thomas should I wish to discuss the matter further.

Yours Sincerely

Parent/ Guardian