



St Mildred's Primary Infant School

School Drop Off and Collection Policy

Senior Team Responsibility: Business Manager

Governor Review Date: January 2025

Next Review Date: January 2026

School Drop-off and Collection Policy

Updated SEPT 24

At St Mildred's Primary Infant School, the children's safety and welfare is of paramount importance to us. The school will endeavour to ensure that clear and robust procedures for drop-off and collection of pupils are in place, that they are regularly reviewed and shared with staff, parents, carers and children. In the event that a child is not brought to school or collected safely from school by an authorised person at the beginning and end of the school day, the school will implement agreed procedures to ensure that the child is safeguarded.

Aims

- The aim of this policy is to ensure the safety and welfare of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children arriving and leaving the school premises.
- The beginning of the school day is a busy time, and our aim is to ensure all children arrive promptly and safely. Likewise, the end of the school day is equally busy, and our aim is to ensure children are dismissed carefully under supervision, collected on time and arrive home safely.
- In the event that a child is not collected by an authorised adult, we will take every possible measure to ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed, they will be aware of procedures being followed.
- The working day for staff does not end at 3.10pm. After dismissal of the children, staff attend meetings, training, carry out essential lesson preparation and other key tasks to ensure the high quality lessons and provision parents and carers expect for their child at St Mildred's. Completion of these tasks is dependent upon the timely collection of children.

Legislative Framework

Section 175 of the Education Act 2002 requires local education authorities and the governing bodies of maintained schools to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. In addition, those bodies must have regard to any guidance issued by the Secretary of State for Education in considering what arrangements they need to make for this purpose.

Safeguarding arrangements include consideration of the procedures for children who are late to be collected or are not collected at all at the end of the day/authorised school activity and where the governing body retains responsibility for the use of the premises. It also applies when staff may have concerns about effective care by the person collecting the child and the impact of this on the child's safety outside of school, in line with Keeping Children Safe in Education.

The Authorised Adult

The 'authorised adult' should be a responsible person aged 16 or over. The person may be a parent/carer; family member, childminder, neighbour, someone over the age of 16 who has the parent/carer's permission to collect the child from school. In some circumstances an under 16 sibling may collect a child, and although this is not advised, this is at the discretion of the family and their responsibility and decision. School may discuss this further with the family in those circumstances.

Safe Arrival

Children should be brought to school by an authorised adult. School gates to the playground are opened from 8.20am and children should be supervised on the playground by an authorised adult until the doors are opened by staff at 8.30. Parents have sole responsibility for their children, and their welfare before the start of the school day at 8.40am. The gates close at 8.40am after which time you should report to the main office. At the office Parents are asked to complete the Post Registration sign in on our electronic sign in system and children are then accompanied to their classroom by a member of staff. The number of 'lates' are monitored and recorded and families who are

persistently late will be invited in to a meeting with the FLO to discuss this and offer support.

Communication with Staff at Drop-off times

If parents/carers need to pass on a quick message to the class teacher, a short note works best. Members of SLT are available on the gate and can pass a message on to the class teachers. Should parents/carers require a longer conversation with a teacher, please either ring the school office to arrange an appointment at a mutually convenient time or please wait until all children have been handed over to a responsible adult at the end of the day.

Safe Collection

School finishes at 3.10pm for all children. For Year 1 and 2 adults are asked to wait behind the yellow line for the Y1 & Y2 classes who will be escorted onto the playground by staff and will be handed over to their responsible adult. For Reception parents they will wait in the Reception outdoor area and children will be released to their adult from their class door. Once a child has been handed over they are the responsibility of their parent/carer. We ask parents/carers to remain vigilant after collecting their child to ensure that children do not become separated from the adults collecting them to ensure that they leave the school premises safely.

A child will only be handed over to those adults/carers authorised by the parent/carer to collect their child. In the event that someone else should arrive to collect the child without the school's prior knowledge, staff will request that the adult makes their way round to the Office and school will contact the parent/carer to seek their advice.

If there are changes to collection arrangements e.g playdates, parents/carers must notify school staff either at drop-off (a letter or note works best) or make contact by telephone before 2.30pm to enable Office Staff to inform staff handing children over at the end of the day of the change to arrangements.

Once children have been handed over to a responsible adult, should they need to re-enter the building, this must be through the main office to ensure appropriate safety and security procedures are followed.

Staff will remain on the playground until the last child has been collected after which the playground gates will be closed and any remaining children will be taken to the school office.

Drop off and collection from After school/breakfast club

Breakfast club starts at 7.45 and children should be brought to the front of the school and buzz the main gate where they will be collected by a member of the Breakfast Club team. Children should be in by 8am. Breakfast club staff accompany children to classes at 8.30am and hand children who have attended Breakfast Club to the class teacher/teaching assistant. At this hand over point, school policies and procedures apply.

After school club staff meet all pupils expected to attend After School club at 3.10pm in the Rainbow Room. At this hand over point, After School club policies and procedures apply. Any confusion over arrangements should be clarified with parent/carer by After School club staff if they are expecting a child to attend and school office staff if After School club staff are not expecting a child to attend that evening's session.

Attendance at Extra-curricular activities

Each class will receive lists of pupils attending extra-curricular activities which will be updated at least half-termly. Children attending an after-school club at the end of the day should be sent to the designated classroom/hall prior to the class leaving their classroom to be dismissed on the playground. A register should be taken at the start of any extra-curricular activity and any absent children should be followed up with the school office before the club commences. Registers of attendance should be kept by the club/activity leader.

Late Collection/When children are not collected

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that at such times, parents contact the school office as soon as possible to notify us that they may be late. Office staff will notify teachers who will send the child to the office from where he/she should be collected by the parent/carer. If a message has not been received, the following school procedure will apply:

- At 3.10pm, the teacher will escort the child to the school office. School office staff will telephone the parent/carer. The child will wait by the office under the supervision of the teacher.
- If efforts to contact the parents are unsuccessful, messages will be left on answer phones and the school will contact the other adults who have been authorised to collect the child in the order that they appear on the child's emergency contact list.
- If the school office team cannot establish contact with the family, the children will be supervised either by staff at After School Club (if staff/pupil ratios allow) or by a member of the school staff. The school reserves the right to charge for this care in-line with the After School club charges.
- Should any child remain in school at 5.30pm without contact with a parent/designated carer having been made, a member of the Senior Leadership Team/Safeguarding Team will make contact with Children's Services and their advice will be actioned.
- This will be logged on CPOMS.

Monitoring Late Collections (including from Clubs)

All late collections of children will be recorded and monitored. The Flo may become involved to discuss this and support any families with collection arrangements.