



Child Drop Off and Collection Policy

This policy represents the agreed principles for the provision of the successful drop-off and collection of children from our school.

This policy has been agreed by governors within the school, all teachers representing Early Years, Key Stage 1 and Key Stage 2 and the Headteacher.

School aims

Our school community (children, staff, parents and governors) aims to:

- Learn and grow together within a safe, caring and happy environment
- Continually encourage achievement in all aspects of school life
- Motivate all children with a broad and challenging curriculum
- Treat everyone with honesty and respect
- Ensure opportunities for all

Introduction

This policy has been drawn up with the safeguarding of children as paramount importance. *'Drop off collection of children successfully'* guidance from HCC (August 2012) underpins this policy. The policy is designed to enable the smooth running of drop off and collections from school.

Start of School Arrivals

Children are allowed on school site from 8.30am, via the playground gates.

Children must be accompanied to school by someone over the age of 16 that the child's parents deem appropriate and responsible. Once on the school site, children in Nursery-Year 3 must remain accompanied by someone over the age of 16, until school starts.

Children in Years 4-6 may walk to school without supervision if parents wish their child to do this. Parents should consider the risks associated with the school route and their own child's confidence.

Children are not permitted to play on the playground Trim Trails before school, as per the signs on the playgrounds.

Children (including younger siblings) are not permitted to ride bicycles or scooters on the playgrounds before or after school.

Most mornings a member of school staff will be on the playground from approximately 8.40am, however this cannot be guaranteed. The responsibility for the safety and welfare of children remains that of parents, until school starts (8.50am for children in Years 1-6 and 8.55am for children in Nursery and Reception).

Parents can leave messages for their child's class teacher by speaking to the class Teaching Assistant who will be on the school playgrounds from approximately 8.45am, collecting 'Morning Messages'.

End of School Collection Arrangements

School finishes at 12 noon for children in Nursery, or 1pm for those Nursery children who stay for Lunch Club.

School finishes at 3.15pm for children in Reception and 3.20pm for children in Years 1-6.

When after school clubs are running, the school day will finish at 4.15pm for those children attending clubs.

No child will be able to be collected by anyone under the age of 16 years old.

At the end of the school day, children in Years 4-6 may walk home alone, if parents have given permission for their child to do so. Parents will need to complete the form in Appendix 2.

If parents are unable to collect their child from school and they have made alternative arrangements, they will need to put the arrangements for their child's collection, in writing. In the event of an emergency, parents can call the school office and notify the office who is collecting their child. If the person collecting the child is not a fellow parent of a child at the school, the parents will be required to leave a password. This password will be passed onto the staff member seeing the children home. The child will not be released until the password has been correctly given.

Any child not collected at the end of the school day will be taken to the school office, where attempts will be made to contact the child's parents. Any parent collecting their child late from the school office will need to complete a Late Collection slip. Late Collection slips will be logged and kept on the child's school record.

If a parent has not collected their children within 45 minutes of the end of the school day, the school will implement its child protection procedures and will inform the Police and CSF (Children, Schools and Families).

Record of Late Collection Statement

Date	
Child's Name	
Class	
Name of Adult	
Time of Collection	
Minutes Late	
Was the school notified in advance that your child would be collected late today? <p style="text-align: center;">Yes/No</p>	
Reason given for late collection.	

- I understand that I should inform the school if I am currently experiencing difficulties in collecting my child(ren).
- I understand that in order to keep my child/ren safe, the school is obliged to implement its Late Collection Procedure for children not collected on time.
- I understand that this record may be held on my child's safeguarding file and audited for repeated patterns of late/non collection.
- I understand if I am regularly late to collect my child(ren), this may lead to the school contacting Police and Children's Services.
- I agree to ensure that every endeavour is made to prevent my child(ren) being collected late from school.

Signature

(Office use only)

School Action	Completed
External agencies contacted	



Children in Years 4-6

Permission for my child to walk home alone at the end of the school day

I give my permission for my child to walk home from school alone on the following days (please tick):

Monday	Tuesday	Wednesday	Thursday	Friday

I understand that my child will leave school at the end of the school day, 3.20pm.

I understand that the responsibility for my child's safety and welfare after they have left school at 3.20pm, rests with me.

Name:

Signature:

Date:

Permission for my child to walk home alone at the end of after school clubs

I give my permission for my child to walk home from school alone on the following days (please tick):

Monday	Tuesday	Thursday

I understand that my child will leave school at the end of after school clubs, 4.15pm.

I understand that the responsibility for my child's safety and welfare after they have left school at 4.15pm, rests with me.

Name:

Signature:

Date: