



## 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.

### Covid-19 Update to the Child Drop Off and Collection Policy (May 2020):

- Since schools closed to the majority of children on 20<sup>th</sup> March 2020, the only children attending school have been children of key workers and vulnerable children
- Children have been arriving and departing school via the main school office

### When schools reopen:

- From 1<sup>st</sup> June at the earliest, schools will partially reopen to children in some year groups
- Children in Reception, Year 1 and Year 6 will attend in two groups: Session 1: 9.15-11.45am and Session 2: 12.45-3.15pm
- Children of key workers and vulnerable children can attend school all day (i.e. 9am-3.15pm)
- Playground gates will be opened for Session 1 at 9am and closed at 9.15am. They will be opened again for Session 2 at 12.30pm and closed at 12.45pm
- At the end of each session, playground gates will be opened for parents 5 minutes before the end of the session
- A one-way system for dropping off and collecting children will operate on school site – parents will enter the site via the gate on the South playground, will continue around the back of the school through the glass link corridor and will exit the site via the North playground gate
- Parents are expected not to gather at playground gates and to socially distance when waiting on the playground for their child at the end of the day
- The Trim Trails on the South and North playgrounds are strictly out of bounds and have signs reminding families of this
- Children, apart from those in Year 6, must continue to be dropped at school and picked up from school by someone over the age of 16 years old
- If a parent wants to pass a message to their child's teacher, or want to ask the school office a question, they are asked to do this via telephone or email
- Children in Year 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 a parent is late collecting their child, the child will wait on the playground with their class teacher – the office will be notified. If this becomes a regular occurrence then the Headteacher/Deputy Headteacher will speak to the parent and a member of the office staff will call each afternoon for a few days, to remind the parent about the pick-up time.

### **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 2013) 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.

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 1.

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.

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).



## 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.

Childs Name: .....

Class: .....

Parents Name: .....

Parents 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.

Childs Name: .....

Class: .....

Parents Name: .....

Parents Signature: .....

Date: .....



## Children in Year 6

### Permission for my child to walk home alone at the end of their session in school, during partial school opening

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 their session.

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

I understand that if the school has concerns about my child's safety or wellbeing, or is concerned about social distancing, that I will be asked to collect my child from school each day.

Child's Name: .....

Class: .....

Parent Name: .....

Parent Signature: .....

Date: .....