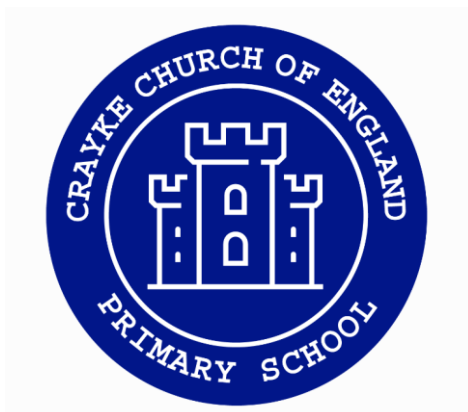


Drop Off and Collection Policy

Crayke Church of England Primary School



Approved by:	Governing Body	Date: June 2024
Last reviewed on:	June 2024	
Next review due by:	June 2027	

KEY PRINCIPLES

- School Staff are responsible for the orderly dismissal of pupils from their classrooms
- School Staff must be sure that pupils' leaving arrangements are SAFE.
- School Staff will not allow children to leave with unknown persons, or other parents without prior knowledge of the arrangement.
- Given the rural location of our School children in Years 5 & 6 will only be allowed to walk home alone with written permission from parents and agreement from the Headteacher that it is appropriate and safe to do so.
- Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent on or before the day. Please do this by contacting the school office.
- Parents will drop off / collect children (or arrange for this to happen) punctually
- Parents will collect children after extra-curricular (or arrange for this to happen) punctually at the correct time.
- Late drop off / collection will be monitored by the Headteacher.

Allowances will be made in extenuating circumstances.

- If parents contact school to inform school they have been delayed due to unforeseen circumstances such as traffic jams etc. their child /ren will be placed in Jigsaws After School Club and kept safe until they arrive. Jigsaws is available until 6:00pm. Parents will be charged for this.

RESPONSIBILITIES

School Drop off

- Gates open at 8:50am and children are welcome on site from this time. The school day starts at 9:00am by which time we expect all children to be in school.
- Registers are taken at 9:00am and your child will receive a late mark 'L' if they are not in by 9:05am.
- Children arriving after 9:00am are required to come into school via the school office. A parent/carer they must sign them in and provide a reason for their lateness which is recorded.
- At 9:30am (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

Collection

- The end of the school day is 3:30pm
- The administrator is responsible for escorting children going home on the bus outside to the layby. She holds records of which children are travelling by bus and parents/carers of these children must inform school in good time if these arrangements change.
- Teachers will escort their pupils from their classrooms onto the playground and into the charge of a recognised parent, carer or responsible adult who is accompanying the child to their home.
- Staff will hold the children at the collection point until they see the appropriate adult.
- Oak Class pupils (Years 5 & 6) ONLY will only be allowed to walk home alone with written permission from parents and agreement from school that it is appropriate and safe to do so.
- In addition, teachers will risk assess with the Headteacher individual circumstances where extra supervision is thought necessary.
- If a child is not collected at 3:30pm the office will be notified and parents will be contacted. The expectation is that parents collect at 3:30pm unless there is an extenuating circumstance.
- The above applies if children do an extra-curricular activity – the expectation is that they are collected promptly at the end of the club (4:15pm or 4:30pm) unless there is an extenuating circumstance. If the child/ren is/are not collected promptly, the Headteacher will be informed and parents will be contacted.
- All late collections will be monitored and logged and where applicable the late drop off and collection protocols will be implemented. (See below)
- Regular late collection may result in school not allowing a child to attend a club.
- Children will not be released from school with someone if they are showing signs of distress or anxiety.
- Children will not 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.

Parents

- Children booked onto Jigsaws Breakfast Club enter via the front entrance using the designated doorbell, where they will be met by Breakfast Club staff.
- Parents should ensure that pupils are not left unattended on the school site before 8:50am as staff are not on duty until 8:50am when they open the gates. If they do arrive prior to this time the Designated Safeguarding Lead will be alerted and parents will be contacted.
- Parents must pick up their children at 3:30pm promptly or promptly at 4:15pm/4:30pm if their child attends an extracurricular activity.
- Parents are requested to park at the Sports Hall and walk from there to collect their children. Parking in the layby is not permitted other than by prior agreement with the Headteacher.

- Parents are expected to make it clear to the school, at the start of each term, the default arrangement for collection and travel home and to telephone or email on occasions that this arrangement is changed. This includes children travelling by bus.
- Parents must inform school if their child is being collected by another parent or friend as school will not release children if they do not have prior consent from a parent / guardian.
- Where there is any doubt, teachers will hold the child in school and inform a Designated Safeguarding Lead who will take responsibility for the child and seek clarification by telephone.
- When parents receive their children, it is their responsibility to supervise their children as they leave the school site. The school takes no responsibility for accidents incurred on the school site after handover.
- Children are not permitted to play on the 'Trim Trail' / climbing equipment or on any of the school grounds before or after school.
- No balls are allowed on the playground before or after school.
- Parents/carers are not permitted to park in the layby other than by prior agreement with the Headteacher.

Children

- Children are expected to leave with their known adult promptly and sensibly.
- Children should not use any of the school's play equipment after school. Children will be made aware through assemblies and safety lessons of the danger and will be expected to be under close supervision by their parents/carers at all times.

Club Leaders - For Extra Curricular Activities

- Club leaders have responsibility to ensure that all attending pupils are handed over to the agreed recognised responsible adult after their session has finished.
- In no circumstances will children be left alone to wait for their parents. If parents do not pick up promptly after the extra-curricular activity then the children will be placed in the care of Jigsaws After School club and parents will be contacted.
- Occasionally extra-curricular clubs may need to be cancelled at short notice. Club leaders will inform the Headteacher and office in good time so that contact can be made with parents.

Children travelling to and from school 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 about 12 should not be home alone for more than a very short period of time

The school is not responsible for the safety of children on their journey to and from school.

- If parents choose to let their Year 5 / 6 child travel to/from school independently, then they should assess the risks associated with the school route and their own child's confidence.
- Given the rural location of the school: - Parents should write to the Headteacher expressing a wish to let their child walk home. The Headteacher will consider the request and make a decision based on the individual case / child. Consideration will be made as to the walking route – e.g. whether there are footpaths, streetlights, roads to cross etc.
- Parents should work with their child to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness.
- The school requires written parental consent for their children in years 5 and 6 only to walk to and from school alone. This can be via email.
- If a child should not arrive home at the expected time the parent/carer is expected to notify the school immediately.

Supervision on the school site

Parents should note that the school does **not provide** a member of staff to supervise children before the doors open at 8:50am (unless the children are part of Jigsaws breakfast club) or after 3:30pm (unless children are attending an after-school club organised by the school or attending Jigsaws after school club) and therefore the welfare of children until/after that time is the **responsibility of parents/carers**.

Children should not be dropped off and left on the playground unsupervised. If this happens the children will be placed in the care of a Designated Safeguarding Lead and parents will be contacted.

In these instances, if a problem or difficulty arises and is brought to the attention of the school, the school will intervene, e.g. if a child falls and hurts themselves the school will provide medical assistance.

Drop off and collection by older siblings 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 14 with written consent.
- Children in KS2 may be released to a sibling of secondary school age with written consent from a parent.
- Children will not be allowed to leave school with any adult unknown to the school. Therefore, it is the parents'/carers' responsibility to notify the school if someone other than the usual person is collecting their child.
- Children will not be released to another parent without the school being informed.

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.

Late collection procedure

Parents and carers share in the responsibility to work with school staff to ensure their children are safe and in the care of a responsible adult. Parents should notify the school immediately (by contacting the school office on 01347 821767) if it becomes apparent that the person collecting their child may be late. If the person collecting the child is going to be late whatever circumstance, the parent should book the child into Jigsaws after school club. This can be done at any time. Booking into the Club will give parents the flexibility to collect up until 6:00pm. If a child is not collected promptly from school or promptly after an extra-curricular activity finishing, the school will inform the Designated Safeguarding Lead.

If parents are late the following protocol will be implemented once the children have been safely placed in Jigsaws:

- Check for any information about changes to the normal collection routines.
- Attempt to contact the parents/carers on their home, work and mobile numbers.
- Telephone the emergency contacts that have been provided by the parent/carer.
- When a child has not been collected by 3:45pm, the child is enrolled within Jigsaws after school club. The parent is liable to pay the cost for this service.
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with the Attendance Officer or Children's Social Care.
- School will inform parent/carer of the possible arrangements that may be put into place for their child if they continue to collect their child late and an invitation to parents to meet with a Designated Safeguarding Lead for a discussion about their circumstances.
- If a parent/carer wishes for their child to be collected by someone who does not have parental responsibility, whether this is a regular or pre-planned arrangement, the parent/carer must put this in writing or inform the school office.
- In the event of alternative arrangements being made in an emergency, the parent/carer must give verbal consent for an agreed person to take the child home. The school will text / phone the parent/carer to confirm that this arrangement was made at their request and with their consent.
- 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 will be informed and a safeguarding referral will be made to Children's Services.

- The school will keep detailed, timed records of the action taken and calls made to contact the parents/carers and emergency contacts.
- Under no circumstances will school staff go to look for the parent/carer or take the child home with them.
- Once the situation has been resolved, parents/carers will be invited to meet with the Head teacher /DSL to discuss the steps they could take to avoid a recurrence of this situation, e.g. ensuring that the school has current contact details, including emergency contacts.

Early Collection of Pupils procedure

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 foyer area for their child to arrive from the class.

We encourage parents/carers to make appointments outside of school hours where possible. However, we recognise 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 and provide evidence of the appointment. 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.

Monitoring and Review

A copy of this guidance is available to all staff and parents and is published on the school website. Parents will be made aware of this policy when their child is admitted to this school.