

## **Aims:**

This policy outlines policies, procedures and expectations in regard to the dropping off and collecting of children at the start and the end of the day and also arrangements for collection during the school day. This is to ensure arrangements at St Scholastica's Catholic Primary School support the school in meeting the aim of 'caring for every child'.

## **Travelling to School**

As the vast majority of our pupils live within walking distance of school, families are strongly encouraged to walk to school. For those who have to use cars they are strongly encouraged to park and walk. Additional traffic and parked cars around school pose a serious unnecessary risk to children as well as additional congestion. These messages are communicated regularly to families via our newsletters, website and text messaging service.

If your child is unable to attend school for any reason, parents must inform the school office between 8.30 am – 9.00 am.

## **Start of the day**

### **Reception to Yr 6**

The school day begins at 8.50 am with the ringing of the school bell at which point the children will line up in their classes. The school gates open at 8.30 am only for children arriving at school for early morning lessons or planned activities for specific children. This also stops congestion on the narrow pavements outside of school

A member of staff will be in the playground from 8.40 am and school staff will assume their duty of care for pupils. The class teachers will be out in the playground from 8.45 am. This is to facilitate good communication with parents/carers and to acknowledge that parents can 'reasonably expect' school to provide a basic level of supervision for pupils for 10 minutes before the start of the school day.

No child or children should not be left unaccompanied by an adult in the playground unless a member of school staff is on duty. Nursery children should be accompanied by an adult into the Nursery and handed over to a member of school staff. All parents/carers of children in reception and KS 1 are expected to stay with their child until the bell rings.

Children should not arrive for school before 8.40 am. If parents need children to arrive before this time they should make use of the school breakfast club at Baden Powell. Please see the school website or office for details.

## **Nursery**

The door for Nursery pupils will be open at 8.45 am for parents/carers to bring their children into the Nursery and at 12.30pm on a Wednesday. There is a sheltered area over this door for use in bad weather.

## **Bad weather**

If at 8.40 am there is snow fall or heavy rain the children will be escorted into the school hall. Those children who enter the school grounds through the main entrance on Kenninghall Road will be meet at the KS 2 entrance beside the Year 4 classroom. Those children entering the school grounds from Rendlesham Road will be meet at the KS 1 entrance beside the Year 2 class. Children should go to hang their coats up on their hook before they go into the hall. (Also see Snow Arrangement Policy)

## **Breakfast Club**

Breakfast club at Baden Powell (for children five years and over) provides childcare for families who need provision from before 8.40 am. Children should arrive at breakfast club from 8.00 to 8.15am, no later. Parents/carers **must** accompany children to the entrance and hand them over to one of the breakfast club staff. Two members of our staff collect them at 8.30 am and walk them to school.

## **End of the Day**

The school day ends at 3.30 pm. This does not mean children will always be exiting school at exactly 3.30 pm. Children from Reception to Year 4 will exit from their class doors. If you are unsure which door your child will exit from you should ask your child's class teacher. The following protocols are in place for the end of the day:

## **EYFS & KS1 (Nursery, Reception & Years 1 & 2 children)**

All children in these year groups need to be collected by an adult. Children will be passed directly over by a member of staff to the parent/carer collecting. If your child is being collected by another family member or friend please let the school know so staff can look out for the appropriate adult. **Staff will not allow a child to leave school with anyone other than those specified by parents.**

No child will be allowed to go with any adult without prior agreement with the parents.

**After School Club (for children five years and over)** - Children will be taken to the central meeting point at which they will be met by the two TAs that will walk them up to Baden Powell.

### **KS2 (lower Years 3 & 4)**

The school strongly recommends that children in Yr 3 and 4 are still collected by an adult. If you are making arrangements for an older sibling to collect them then please let the school office know. Children will be passed directly over by a member of staff to the parent/carer collecting. If your child is being collected by another family member or friend please let the school know so staff can look out for the appropriate adult.

**After School Club** - Children will be walked to the central meeting point outside the school office at which they will be met by the two TAs that will walk them up to Baden Powell.

### **KS2 (upper Years 5 & 6)**

Children will be seen to the exit door at Year 4 and dismissed from there. Children are reminded if they are expecting to be collected and their parent/carer has not arrived to wait near the teacher until they are collected. If your child is expected to walk home on their own please inform the class teacher and school office of this or that it is noted on the school information form.

Staff will be outside in the playground at the end of the day to facilitate good communication.

As with the start of the day, it is 'reasonable to expect' supervision for 10 minutes at the end of the day. At 3.40 pm late collection procedures would be followed.

### **Nursery**

The Nursery door will be open at 3.15 pm each day and at 11.15 am on a Wednesday children will be handed over to parents at the nursery door. There is a sheltered area over this door for use in bad weather.

### **Clubs**

If a child is attending an after school club parents indicate on the permission slip their preferred arrangements at the end of the day. If parents/carers need to change these arrangements they must inform the school office.

### **Late Collection/Uncollected Children**

Should you be held up for any reason, please ring the school so that we know of the delay and so that we can put your child's mind at ease.

In the event of a child not being collected at the end of a session, the school wishes to cause as little distress as possible to the child and to the family. At the same time, the school needs to ensure that the health and safety of the child is not put at risk.

If a child is not collected at the end of a session the procedure will be as follows:

- The emergency contact form will be checked for any information regarding collection of the child
- If no information is available, attempts will be made to contact parents/carers at home or at work as appropriate.
- Attempts will be made to contact the parents/carers in any other reasonable way e.g. another parent.
- **Staff will not allow the child to leave school with anyone other than those specified by parents.**
- If staff are in any doubt about the safety of the child, the child will remain in the care of the school.
- If none of the above procedures are successful, Social Services may be contacted.

NB. Continual late collection of a child may incur charges.

### **Collection during the school day**

If children need to be taken out during the school day for medical appointments, parents or an adult (over 18 years of age) should come to the school office to collect them. Parents should also inform the office in advance of this so that class teachers are aware. If appointments are in the morning parents should inform the office of the lunchtime arrangements for their child to ensure that a meal is cooked for them if required.

Agreed By Governors: 1<sup>st</sup> July 2015

Presented to staff: September 2015

Signed by Chair of Governors \_\_\_\_\_ Date \_\_\_\_\_

Signed my head teacher \_\_\_\_\_ Date \_\_\_\_\_

Review date: May 2017