

# SAINT CHRISTINA'S SCHOOL: DROP OFF AND COLLECTION POLICY

<i>Review Initiated by</i>	ASG
<i>Last Review</i>	Autumn 2019
<i>Next Review</i>	Autumn 2021

***This Policy applies to EYFS, KS1 and KS2 pupils.***

## **1. Introduction**

- 1.1. Saint Christina's School strives to provide an educational environment that is safe and secure for all pupils.
- 1.2. The safe delivery of children to and from School is an integral part of maintaining a safe and secure environment.
- 1.3. All parents/guardians have an obligation to understand and comply with the following drop-off and pick-up procedures the School has in place.
- 1.4. The main intention of this policy is to ensure the safety and welfare of our pupils through outlining safe practices for their arrival to and departure from School every day.

## **2. Morning Drop-off**

- 2.1. The entry doors to the School open at 8.45am.
- 2.2. EYFS children come through the main entrance with their parents or guardians, older classes are allocated designated doors to enter the main hall.
- 2.3. Year One and Two pupils are met by their class teacher or teaching assistant, Key Stage Two pupils head straight up to their classrooms.
- 2.4. Pupils are expected to arrive at School by no later than 8.55am every morning. Please note that children are not allowed to be at School prior to 8.45am unless they are attending Breakfast Club, an extra-curricular activity before School (for example, Choir or Netball), or accompanying their parents for a pre-arranged School commitment (for example, a parent/ teacher meeting).
- 2.5. Pupils who arrive at School late in the morning, must be signed in by their parent or guardian using Entry Sign. This will produce a late slip which can be passed to the teacher.
- 2.6. For pupils in EYFS, the office staff will call the class teacher phone for someone to collect the child. Older children will make their own way to class and pass the late slip to their teacher to update the register accordingly.
- 2.7. The Entry Sign system will prompt the parent or guardian to provide a reason for the late arrival, which will be displayed on the late slip, this should be recorded in the class register for tracking purposes.
- 2.8. Please note that children who arrive to School via the School bus are not noted as late in their attendance but a note must be made to that effect in the register.

### **EYFS**

- 2.9. Parents and guardians must take responsibility for dropping off their child to the classroom door. They are respectfully asked to assist their child with organising their belongings on their coat peg where possible before they say goodbye. It is an expectation of the School and staff of these classes that parents remain at the classroom door and

should they wish to communicate to the children, do so through staff, rather than enter the classroom to directly speak to the child. This is to ensure that children are settled for the day and that the classroom space is free of additional adults for health and safety reasons.

All parents with children in the EYFS complete an information sheet which includes specific details of adults that have permission to collect their child. This information is kept in the classroom for easy referral. In addition, each EYFS class has a Collection book into which parents can communicate any changes to the person to whom usually collects on that day.

### **Years 1-6**

- 2.10. Parents and guardians must take responsibility for dropping off their child outside the School Hall. Each Year Group has its own entry point into the School Hall. Parents do not accompany their child to their class. We aim to foster independence in the older children and to ensure that the stairwells are free of movement of additional adults for health and safety and security reasons.

Y1-2 pupils will be met by their teacher at the School Hall; Y3-6 pupils will go straight to their classroom where they will be met by a member of staff

Please note that parents are expected to leave the School site directly after School drop off each morning. Should they wish to communicate further, they are most welcome to do so outside of the School grounds.

### **3. Afternoon Pick-up**

- 3.1. Pupils in Nursery and Reception end the School day at 3:15pm and Years 1-6 at 3:30pm.

#### **Nursery / Reception**

- 3.2. Pupils in Nursery and Reception classes are directly collected from the classroom at 3.15pm by parents and guardians. The class teacher or assistant will wait with the children and ensure that they are supervised.
- 3.3. Teachers or classroom assistants will remain with the children until 3:40pm. Any pupil not collected by this time will then be escorted by their staff to the School Office, whereupon a telephone call will be made to the child's parents. In the event that the parent/guardian cannot be contacted, the School may then call the emergency contacts to collect the child.
- 3.4. Arrangements in the case of late collection will include the child remaining in the School Office until the parents arrive. Alternatively, children may be escorted upstairs by a member of staff to After School Club. If this occurs, parents may incur a fee for their child's attendance at this after-School club. The School reserves the right to use its

discretion as to whether a child will be sent to After School Club depending on the circumstances of the late collection.

### **3.5. Collection of children with older siblings**

Children in Nursery and Reception who have siblings in KS1 / KS2 will remain in class and will be collected at 3.30pm through the Arts doors to coincide with when the older children are collected.

### **Collection of children on the School bus**

- 3.6. Dedicated staff are available to ensure that children are collected for the School bus and are supervised by their driver.

### **Years1-6**

- 3.7. All classes will be escorted downstairs to their dismissal area in the School Hall at the end of the School day and will be supervised by their teacher until a parent/guardian arrives to collect the child.
- 3.8. It is an expectation of the School and staff of these older classes that children bid farewell to their teacher and shake their teacher's hand before they are formally dismissed.
- 3.9. Teachers or classroom assistants will remain with the children in the hall until 3:40pm. Any pupil not collected by this time will then be escorted by the member of staff responsible for dismissal to the School Office, whereupon a telephone call will be made to the child's parents. In the event that the parent/guardian cannot be contacted, the School may then call the emergency contacts to collect the child.
- 3.10. Arrangements in the case of late collection will include the child remaining in the School Office until the parents arrive. Alternatively, children may be escorted upstairs by a member of staff to After School Club. If this occurs, parents may incur a fee for their child's attendance at this after-School club. The School reserves the right to use its discretion as to whether a child will be sent to After School Club depending on the circumstances of the late collection. After School Club runs only on Monday-Thursday each week. If a child is not collected on a Friday a call is made to the parents.
- 3.11. The member of staff dismissing the children from the Hall is responsible for ensuring that the person collecting the child is known to the school and authorised to collect the child. Should this not be the case, the Office will make a call to parents to verify that the person should be collecting the child. Should parents not be available the Office should refer the matter to the Headteacher.
- 3.12. The member of staff dismissing the children is responsible for ensuring that the doors in the Hall are secured and locked. They should also check that windows in the Hall are closed.
- 3.13. Parents are responsible for their children once they are formally dismissed by a member of staff whether or not they are still on School property. Parents must closely monitor and manage the behaviour of the child or children in their care. This includes whilst they are waiting for older or younger siblings to complete any extra-curricular activities.
- 3.14. Parents of EYFS children who are also collecting children with Years 1-6 should wait for the older child outside the School Hall along with other parents. The reason for this is because:

- a) For safeguarding reasons adults not vetted by the school should not have free movement within the school
- b) To not do so restricts and affects the use of Hall for school activities including PE, group work, rehearsal etc
- c) If a parent is waiting for an older child within the school, there is a temptation for that child to join their parent by slipping out of line on arrival at the Hall, unnoticed by a member of staff who may then struggle to account for the child whilst trying to dismiss their class in a safe and orderly fashion
- d) There is a tendency for younger children to run around and make significant noise whilst waiting for older siblings which is unhelpful with regard to good order within the school as well as creating potential health and safety concerns.

#### **4. Early Collection of Pupils**

- 4.1. Whenever pupils need to be collected before their formal dismissal time, parents or guardians 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.
- 4.2. At the time of early collection, parents or guardians must report to the School Office and sign the child out using the school Entry Sign system. Office staff will notify teachers that the parent/guardian has arrived to collect the pupil.
- 4.3. EYFS and Y1 children will be escorted to the office foyer by a member of staff. Children in Years 2 to 6 will make their own way to the Office to meet their parent. All pupils leaving School before the normal dismissal time must be signed out using the Entry Sign system.

#### **5. Early Collection and Return of Pupils during the School Day**

- 5.1. The School recognises that, on occasions, pupils will need to attend appointments (e.g. medical) during the School day. In such cases, parents/ guardians are welcome to collect their child and return them to School following the appointment during the School day.
- 5.2. In line with the Attendance Policy, parents should inform the School well in advance of the scheduled appointment taking place. During these times of temporary absence during the School day, parents will be asked to sign their child out / in on the Entry Sign system in the School foyer.

#### **6. Collection of Pupils by Other Adults**

- 6.1. The person collecting a child must be known to the school. If an adult other than the legal parent/guardian of the pupil is going to collect the child from School, the Class Teacher must be informed of this situation by way of telephoning the School office, via email or by letter. This is to ensure the safety, protection and welfare of our pupils and to ensure staff are aware of the identity of the person collecting children from School.
- 6.2. If the School has not been given prior notification of alternative ongoing arrangements for a child's collection, the pupil will not be dismissed until the parent/guardian has been contacted to confirm the situation and provide authorisation.
- 6.3. Should a parent be unobtainable, the matter will be referred to the Headteacher.

## **7. Drop-off/Pick-up Zone**

- 7.1. There is a drop-off/pick-up zone on the School side of the road on St. Edmund's Terrace. Parents/Guardians using the designated zone need to ensure that they use it correctly, to avoid creating traffic congestion or causing harm to pupils. The designated zones are for short term use only and not for longer term parking. St Edmund's Terrace is regulated by traffic officers and parents run the risk of receiving a fine for illegal parking or misuse of this area. The School requests that parents park considerately and in a way that does not antagonize residents in their relations with the School.
- 7.2. It is the responsibility of the parents and guardians of children to ensure that they take extra care when accompanying children from the School site, particularly if cars are parked on the opposite side of the road or if they are double parked. The School cannot accept responsibility for the welfare and safety of pupils in such instances.

## **8. Pupils Walking To/From School**

- 8.1 It is a parent or guardian's responsibility to ensure that children are accompanied to School by a responsible person, to decide on the best and safest route for their child to take while walking to and from School, and to inform their child of safe practices.
- 8.2 Parents of older Key Stage 2 pupils (usually Year 6) who wish their child to walk home from School alone must provide written authorisation to the School.
- 8.3 In providing authorisation for a child to walk to and from School, parents or guardians are liable for the safety and wellbeing of their child before and after they enter School grounds.
- 8.4 The School is not liable for anything that happens before the child's arrival to School or after School dismissal time once the child has been placed in the care of the parent or guardian.
- 8.5 Children who walk to school on their own and who therefore carry a mobile phone for reasons of safety will present their phone at the school office on arrival where it will be stored during the day. The phone may be collected at the end of the day.

## **9. Monitoring and Evaluation**

- 9.1 This policy is the School's position for safeguarding the welfare and safety of children during drop-off and collection from Saint Christina's School. The effectiveness of the procedures outlined in this policy will be reviewed by the Governing Body and Senior Leadership Team as part of the School's cyclic review and may involve consultation with the parents and School community where required.

## **10. Safety Warnings**

- 10.1 Safety warnings are issued to staff, parents and children as they arise.

### **Related policies:**

Attendance Policy  
Safeguarding and Child Protection

Health and Safety  
EYFS Policy  
Missing Child Policy

## **USEFUL INFORMATION AND WEBSITES**

### **DirectGov**

Pupil Health and Safety Guidance for Parents

Website:

[http://www.direct.gov.uk/en/Parents/Schoolslearninganddevelopment/YourChildsWelfareAtSchool/DG\\_4016097](http://www.direct.gov.uk/en/Parents/Schoolslearninganddevelopment/YourChildsWelfareAtSchool/DG_4016097)

### **Health and Safety Executive**

Website: [www.hse.gov.uk](http://www.hse.gov.uk)

Information line: 0845 345 0055

### **Teacher Net**

Information and guidelines on aspects of health and safety which affect Schools

Website: <http://www.teachernet.gov.uk/wholeSchool/healthandsafety/>