

January 2020



GROVE ROAD PRIMARY SCHOOL

"Our family school where all are equally valued"

DROP OFF AND COLLECTION GUIDANCE

THE SCHOOL DAY

The school day starts at 8.55am whereby all children (including Nursery) should be in their class gardens waiting and ready to go into class.

The school register closes at 9.00am which then means that a child is late and will be marked in the register as late.

If a child arrives after 9.10am then they will be marked as absent for the morning session.

DROP OFF

All children in years Nursery to Year 4 need to be accompanied to school by an adult or a by a family member aged 16+

If, for whatever reason a parent or family member cannot accompany a child to school then a designated person may do so. This person must be named in the school records as a chosen person to drop off and collect your child (see appendix 1). They too must be aged 16+

The school staff will welcome the children into the school at 8.55am from the class gardens. This is when the responsibility of your child is handed over. Until 8.55am the responsibility for the safety and well-being of the child lies with the parents. This is in line with statutory guidance and is due to the school staff having other commitments prior to this time.

Children in years 5 and 6 can, with parental permission, walk to school on their own. This decision is made by the parents and the responsibility for doing so is theirs. If you do not believe your child is capable or you believe your child to be at risk, then you must continue to escort them to school as in previous years. A school slip must be filled out and signed to give permission (see appendix 2).

Once again the responsibility for a child in year 5 or 6 walking to school on their own lies with the parents until 8.55am when the class teacher will take over.

The school will provide adult supervision in the playground of the school every morning from 8.50am until 8.55am. This is so children can use this time to play football, catch up with friends or other activities. The teacher supervising is not responsible for any of the children at this time, they are there to supervise the playground activities only.

COLLECTION

The school day for nursery ends at 12.00pm. All children in the nursery should be collected by a parent or an adult (aged 16+) at this time. If a child is collected late the school guidance and procedures will apply. (see late collection). Any adult collecting must be on the parents named list (see appendix 1).

The school day for the rest of the school ends at 3.30pm. All children in years R to 4 should be collected by a parent or named adult at this time. The adult must be on the named list and be aged 16+.

Children in years 5 and 6 can, with parental permission, walk home from school on their own. As with “Drop off” - the decision is made by the parents and the responsibility for doing so is theirs.

Once again the responsibility for a child in year 5 or 6 walking from school to home on their own lies with the parents from 3.30pm when the teacher dismisses the children from school.

LATE COLLECTION

Parents and carers share in the responsibility to work with the school to ensure the children’s safety. If you or one of your designated persons are unable to collect your child from school at the end of the day, you must phone the school to let them know. The sooner you notify the school the better. The school office can only let a class teacher know of any change in arrangements if they are notified before the end of the day. If the class teacher has not been notified, then the class teacher will not allow the child to go home with anyone else other than those listed on your child’s file.

If you are going to be late and there is no one else to collect your child you must ring and let the school know as soon as you can with an estimate of when you are able to collect. Please do bear in mind that staff have further commitments after school and although we will do all we can to maintain the safety of your child until you are able to collect them, this will not be in a classroom or designated children’s area. Being collected late causes unnecessary distress to the child.

In the event of a child not being collected the school office will follow the following procedures:

- Check for information regarding changes to normal collection routine
- Attempt to contact the parents / carers on the contact numbers given
- Attempt to phone the emergency contact numbers held on file

- Keep a record of lateness and the times collected where no good reason or explanation was given, or where there are repeated incidents (Appendix 3)
- Send a letter home to parent / carer notifying them of the possible arrangements that may be put in place for their child if they continue to collect late and to invite parents / carers for a discussion about their circumstances if applicable. (Appendix 4a)

If your child is not collected within 45 minutes of the end of the school day (4.15pm) and you have not informed us or we cannot contact you, the school will then follow the Child Protection procedures and will notify the police and children's services. (Appendix 4b)

DROP OFF AND COLLECTION FOR EXTRA-CURRICULAR ACTIVITIES

The same procedures for drop off and collection apply to extended school activities such as Breakfast Club, sports clubs or activities out with the school day.

Where the activity is organised or provided by an external organisation, they will take responsibility to identify and respond to any safe guarding concerns that arise from Drop off and Collection. These organisations will have met the necessary safe guarding requirements to run their activity on school premises and will follow the school policy.

EMERGENCIES

If an emergency should arise and you need to change the name of the person collecting your child from school – you must inform the school office as soon as is possible to do so. We cannot release a child to a person who is not on file unless we are informed. Only in an emergency will we be able to take a verbal agreement. For all other changes written permission will need to be given to school.

If you need to make an emergency change to the person collecting your child and this was done verbally, the school will record this and will write to you to confirm the arrangement was made at your request. (Appendix 4c)

FACTORS THAT MAY COMPROMISE A PARENT'S / CARER'S ABILITY TO COLLECT

The use of drugs / alcohol or the presence of mental health difficulties does not in itself necessarily mean that the parents / carers are uncaring, incompetent or unable to offer safe care to their children. However, if the extent of a parent's own needs mean that they cannot keep the child safe from harm, then a safe guarding referral may be made to Children's Services.

Drugs in this context refers to all drugs including medicines, volatile substances, alcohol, tobacco and illegal drugs.

If an adult with parental responsibility presents at school for collection of a child and staff are concerned that their presentation suggests they are unable to offer safe care, steps will be taken to clarify the situation and assess the risk to the child.

In extreme circumstances where the school believe the child to be at risk a referral will be made to Children's Services and the Police will be contacted. The child will remain in the school's care until advised otherwise by Children's Services and the Police.

PATIENCE

If at any time a class teacher requests you to wait whilst they check with the office in regards to collection – please be patient. We are doing this because we take the safety and the well-being of your child very seriously and the safeguarding of all children is paramount to this. A safe and happy child is always the best outcome in any situation.



GROVE ROAD PRIMARY SCHOOL

EMERGENCY CONTACT NUMBERS

	Name of person	Relationship to child
Emergency Contact Number 1:		
Emergency Contact Number 2:		

DESIGNATED ADULTS FOR COLLECTION / DROP OFF

Name of person	Relationship to child	Contact number
1.		
2.		
3.		

All families must provide 3 names.



GROVE ROAD PRIMARY SCHOOL

Dear Year 5 / 6 Parents and Carers,

We would like to offer your child the opportunity to walk to and from school on their own. This allows them a first step towards independent travelling and preparation for secondary school.

We can only do this if we have your permission. By signing the slip below you are taking the responsibility to allow your child to walk to and from school without a designated adult. This permission is only for children in year 5 and year 6 – they will not be allowed to collect younger siblings on your behalf. Children in year R to year 4 will be collected as normal from their class gardens at 3.30pm promptly.

If you prefer to continue collecting your child from school you do not have to fill in the slip below. You will collect your child from the year 5 or 6 gardens as before at 3.30pm.

If your year 5 or year 6 child attends a club that finishes at 4pm they too can, with your permission, make their own way home. Please fill in the relevant part of the slip for this.

Thank you for your cooperation.

Yours faithfully,

A handwritten signature in blue ink that reads "Lynn Crang".

Headteacher

Name of Child: _____

I _____ (Your Name) give permission to allow my child to walk to and from school without adult supervision.

LATE COLLECTION LOG

To be used by staff and handed to the DSL every time a parent / carer is more than 15 minutes late to collect a child at the end of the school day / club / activity.

This log will be held on the child's file and audited for repeated patterns of lateness and non-collection which may indicate an underlying problem.

DATE:	CLASS:
NAME OF CHILD:	TEACHER:
Reason for lateness / no-collection:	
External agencies contacted?	Arrangements made?
Follow up actions:	
Signature of DSL:	

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Dear [parent/carer],

As you are aware, [child] was collected late from school on [date]. I would like to remind you that, in order to keep your child/ren safe, the school is obliged to implement its Late Collection Procedure for children not collected on time. If you are regularly late to collect your child, fail to collect your child after 45 minutes, or fail to make suitable alternative collection arrangements this may lead to school contacting Police and Children's Services.

Please do speak to either myself or your child's teacher if you are currently experiencing difficulties in collecting your child, or if you would like to discuss this further.

Yours sincerely,

A handwritten signature in blue ink that reads "Hugh Crang". The signature is written in a cursive style and is centered within a light blue rectangular box.

Head teacher



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Dear [Parent/Carer],

[Child's name] was not collected from school on [day / date] and we were unable to contact you or the emergency contact(s). In circumstances where children are not collected at the end of the school day or school activity, the school is obliged to work within local procedures for keeping children safe and this resulted in the school contacting Children's Services and Police.

I hope that the reasons for your child not being collected are not serious, but would ask you to contact the school as soon as possible to discuss the matter further.

Yours sincerely,

A handwritten signature in blue ink, which appears to read "Lynne Crang".

Head teacher



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Dear [parent/carer],

This letter is to document that as you were not able to collect [Child] from school on [date], you gave your consent via telephone for [Name] to take [him/her] home. This was noted at the time and this arrangement was carried out in order to keep your child/ren safe. Please do speak to either myself or your child's teacher if you are currently experiencing difficulties in collecting your child, or if you would like to discuss this further.

Yours sincerely,



Head teacher