



# Firfield Primary School

*Learn Together, Grow Together, Achieve Together*

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## **Delivery and Collection of Children Policy**

### **INTRODUCTION**

This policy will provide clear guidelines for parents/carers, authorised persons, governors and staff in relation to their responsibilities for the delivery and collection of children to / from school.

### **AIMS OF THE POLICY STATEMENT**

The aims of this policy are to:

- Ensure the safe delivery and collection of children being cared for or educated on our premises.
- Encourage families to deliver and collect their child/ren on time.
- Comply with all legislative requirements.

### **DEFINITIONS**

**Authorised person:** A person for whom the parents/carers have given authority to the school to collect the child. This person must be aged 14 years or more.

**Late collection:** When a parent/carer or authorised person collects their child/ren from the school after 15:30 hours, or after a designated finishing time for an after school club.

### **RESPONSIBILITIES**

**The school is responsible for;**

- Providing parents/carers with a copy of this policy, when their children start at the school and ensuring a copy is available for inspection at all times
- Being available to assist in the situation of the late collection of a child (refer to procedures in this policy)
- Contacting parents/carers/authorised persons, who do not follow the correct procedures stated in this policy.
- Contacting a parent/carer to gain authorisation if a person who is not listed as an authorised person arrives to collect a child.
- Note: Between the hours of 8:50am and 3:30pm the supervision of children on the premises becomes the responsibility of the staff. This time is extended if the children attends a before or after school club.

### Parents/guardians are responsible for:

- Collecting their child promptly at the conclusion of the day/session.
- Ensuring their child (both KS1 and KS2) is signed out and back in when they leave school for an appointment.
- Ensuring the child/ren's enrolment form includes details of persons who have lawful authority to collect the child/ren (usually the parents/carers) and any other persons authorised to collect the child/ren.
- Ensure that the school office staff are informed immediately of any changes to contact details for the school's management system.
- The school is made aware of any changes to family circumstances such as where a separation of parents has taken place (see DCC Separated Parents' Policy).

### **APPOINTMENTS DURING THE SCHOOL DAY**

Should your child need to attend a medical appointment during the school day, we would ask that this request is put in writing for the school's records. On the occasional time whereby an emergency appointment has been made and school have not been notified, parents/ carers are requested that they phone the school ahead of the appointment to inform us. Should you be nominating another adult to collect your child at any point during the day and the school is not aware, please do telephone the school and inform us of the person's name, contact details and relationship to you/ your child.

### **ORGANISATION**

#### Delivery of pupils to school (under normal conditions)

- Parents must ensure that their child arrives at school on time (8.55 am) ready for the first school lesson.
- Children can commence arriving at school from 8.40am. Staff will be on duty from 8.50am and the whistle is blown at 8.55am. Parents are able to remain on the playground until their child has entered the building if they wish to, however parents / carers must ensure that they leave the site promptly at this time. All children will be required to be escorted into the school playground with a parent / carer until the teachers are on duty. The Breakfast club will operate from 7.30am but children who are not at the Breakfast Club are not permitted to join the group and must remain with their parent/carer. Year 6 children, if permitted to walk to school without an adult, must not arrive before 8.40am.
- If the behaviour of any parent is a cause for concern on the playground, this will be dealt with by a senior member of staff who may ask the parent to leave the premises, may exclude them from further entry or may call the police if necessary.
- By 9.10am all gates onto the playground will be locked and the site secured.
- The school has several bicycle and scooter racks available for children if they wish to ride / scoot to school with parents/ carers and can leave these at school during the day. However, all children on bicycles must wear a helmet when riding their bike. **No scooters or bikes are permitted to be ridden on in the school grounds.**

### **Late delivery**

Parents of all pupils who arrive late for whatever reason **must** enter school via the main office and sign their child in with a valid reason.

### **Persistent late delivery**

Parents of all pupils who are persistently arriving late will be contacted by the Headteacher and asked to attend a meeting at which they will be informed about their responsibilities.

- The above parents will be asked to attend an Early Help meeting to discuss matters further.
- Records of Early Help Assessments will be kept by the Headteacher.

### **Collection from the school Reception and KS1**

The staff member will be positioned at the exit door to ensure that children do not leave without the person responsible collecting them. All children will be seen to their parent/ carer on the playground. Parents/carers will need to remain outside.

All EYFS and KS1 classrooms have a sign in sheet on their classroom doors or positioned next to the door. Parents are required to sign up if there is a change to the collection / delivery arrangements for a child on any certain day to ensure the class teacher has the necessary information relating to the change in collection/ delivery arrangements. Please contact the school office directly if there is a change during the day to collection arrangements. This extends to the Reception classes as the Early Years email facility may not be read during the day.

- Parents/carers/authorised persons wishing to speak with the class teacher / member of staff at the end of the day will need to wait until all of the children have departed. For example, a person collecting a child informs the teacher that they cannot locate their child's jumper. The teacher would inform the person that they will be able to assist in finding the jumper once all children have departed.

If a staff member is concerned that releasing a child to the parents/carers, or a person authorised to collect the child, could put the child at risk, the child will not be allowed to leave in their care.

- In the above case the person collecting the child will be asked to speak to the Headteacher or another senior member of staff. She will need to decide whether or not the child is safe with the parent/carers. If not, social services will be contacted and, if necessary, the police. This will be fully recorded in line with agreed Safeguarding Procedures.

### Collection from school KS2

- KS2 pupils are **not** allowed to walk home alone after school unless they are in Year 6 and have permission from their parents. In the summer term of Year 5 children can also begin to walk to and from school providing the parents have notified the school of this arrangement.
- For all other KS2 children the class teacher will see the children out onto the playground and remain outside in case any children are not collected. If this is the case, as with all children, the teacher / a member of staff will walk the child to the main school office whereby their parent/ carer will be contacted.
- **If KS2 children are expecting to meet a parent/carers and that person does not arrive, then children are reminded regularly not to leave the school premises if the person collecting them is not there.**

### Collection from clubs etc held after school

- All EYFS/ KS1 parents must collect their child/ren directly from the school after clubs.
- KS2 Parents must indicate on the consent form whether or not they are collecting their child, however, all children must be collected from clubs after 4.30pm
- Parents who are regularly late will, following a polite reminder, be informed that their child is unable to attend the club.
- Parents must wait in the school playground when they come to collect their child from any after school event held on the school premises.

### Procedures for unlocking/locking gates after school (under normal conditions)

- At 3.25pm the gates to the playground will be unlocked for parents to enter to collect children.
- All children should be in their classrooms from 3.20pm and the external doors secured until hometime.
- At 4.00 pm the Sawley Road gates will both be locked again so that the only point of entry into the school is via the Firfield Main entrance and through Reception or if collecting a child from the After School Club via the WRAP club doorbell.

## **LATE COLLECTION OF A CHILD**

### **Staff are responsible for:**

In the situation where the parents/guardians or authorised person is late in collecting their child/ren and has not notified the school that they will be late, the staff member is responsible for contacting parents/guardians and, if they are not available, contacting the other persons authorised to collect the child/ren on the child/ren's enrolment form requesting that they collect the child/ren as soon as possible.

### **Parents/Carers/authorised persons/carers are responsible for:**

- Informing the school as soon as reasonably possible, that their child will be collected late, the reason for this and an approximate time for collection.
- Ensuring that late collection is not a regular occurrence.

### **Persistent late collection from school.**

If parents are regularly late collecting their child from school, the Headteacher will contact them to discuss the matter further. If there are no improvements, the matter may be referred as a Child Protection issue. (See also the WRAP club policy for Late Collection)

**This policy is part of the Safeguarding / Health and Safety Policies within the school and can be read in conjunction with;**

- **Safeguarding**
- **Medicines in school**
- **Separated Parents**
- **Attendance and Absence**
- **WRAP club (Breakfast and After School)**
- **School site Security**
- **Road safety**
- **Extended Schools**
- **Health and Safety**
- **School Prospectus**

### **Covid-19 restriction new arrangements (from Autumn 2020 until further notice)**

During Covid new arrangements have been temporarily put in place to ensure that all parents, carers and children can arrive and leave school as safely as possible. We have introduced staggered drop-off and pick up times as follows.

	Drop-Off	Pick-Up	Gate
Reception	8:45am	3:15pm	Firfield Avenue
Year 1&2	8:50am	3:20pm	Firfield Avenue
Year 3&4	9:00am	3:30pm	Firfield Avenue
Year 5&6	9:00am	3:30pm	Sawley Road

Firfield Avenue gates will open just before 8:45am in the morning closing at 9:05am

Sawley Road gates will open just before 8:50am closing at 9:05am

Firfield Avenue gates will open just before 3:15pm in the evening

Sawley Road gates will open just before 3:25pm in the evening

At the allotted times children will be able to enter the school building (children with younger siblings in reception, year 1 or 2 are able to use the earlier drop-off and pick-up times)

Reception children are asked to line up at the gate to the reception outdoor area at drop-off and pick-up times during Covid-19 restrictions.

Adopted by Governors December 2020

Review date December 2022