



ARRIVAL AND COLLECTION OF CHILDREN POLICY

Next Review: Sept 2025

Ratified by the governing body 26.02.24

Signed *J. Bowmaker* HT

T. Watson COG

Our school has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they depart at the end of the school day.

UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED OFF THE PREMISES WITH ANYONE OTHER THAN AUTHORISED COLLECTORS i.e. THOSE SPECIFIED BY PARENTS/CARERS OR LEGAL GUARDIANS.

If there is a request for a specific person not to be allowed to collect a child (e.g. in child protection or custody cases) **written instructions** must be provided to the school by the parents/carers or legal guardians so the school is fully informed.

If in an emergency, a parent phones and asks for an unauthorised collector to collect the child, the collector will collect from the main entrance by agreement. Admin staff will ask for a description of the person collecting if they are not known to us, we may also use a password. We will inform the teacher of the change in collector before school closes.

It is the parents/ carers/ legal guardian's responsibility to ensure the safe collection and departure of their children at the end of the school day by facilitating the school with the correct and up to date information.

If there is any doubt about the collection of a child at the end of the school day the child must be brought by the teacher to the reception area where the admin staff will contact parents using the contacts list in order and agree collection of the child.

If no-one arrives to collect a child then staff will follow the procedures in our Non Collection of Children policy.

If a child is absent from school parents /carers /legal guardians are required to inform the school as soon as possible on the **first day of absence** so that the school is fully informed as to why the child is not present at school.

The start/end of the school day is as follows:

Arrival for school

The gates leading from Passfield Way and Waveney Road are opened each morning at 8.40 am and are locked again at 8.55 am. Porch entrances are opened at 8.40 a.m. and the children need to be in class by 8.55 am. – all teachers are in their areas ready to receive children before the start of the school day. For safeguarding reasons we do not allow parents of class 5-12 onto the school yard each morning. Teachers are available through Dojo if parents need to communicate.

Children that arrive after 8.55 am must request access through the pedestrian day gate.

Arrival for Breakfast Club

Arrival is through the fire doors in the small hall and doors open at 7.45 am every day school is open. We do not allow pupils on site before this time as there is no supervision.

Departure

The school day has a staggered finish. Classes 1-6 finish at 3.15 pm and classes 7-12 finish at 3.20 pm. The gates leading to Waveney Road are opened at 3.05pm to allow access to parents for classes 1-4. They remain open until 3.25 pm for collection of classes 5-12. The gates to the steps leading to Passfield Way are opened at 3.15 pm and locked again at 3.25 pm. All parents/carers who pick children up from school, collect children from their designated area.

Lower School going home

Parents must name the authorised collectors of their child before the child starts school. If there are any changes to these arrangements parents need to inform the school immediately by contacting the school office.

All children must be collected by an adult age 18 or over. In a minority of cases the school may come to an agreement with a parent/carer to release a pupil to a reliable and trustworthy person under the age of 18 eg a sibling from the Academy. We require parents to put this in writing which will be held on file before we can release the child.

All children from classes 1-6 **MUST** be collected by an adult or designated person.

Upper School going home

We agree that older children can make their own way home if parents wish, via the steps on Passfield Way or through the gate on Waveney Road. These gates are supervised so if there are issues staff are available.

Parents who do not wish their child to make their own way home must ensure they or a known adult are at the exit gates in good time to meet their child. Parents must ensure their child knows who is collecting them after school each day before they leave home in the morning. We require confirmation from parents of pupils not to be released to walk home alone this may be in the form of a letter or phone call.

After School Clubs Admission

Pupils going to our after school club will be collected from their classes at their end of day time by the ASC staff to enable them to be in the club before the rest of the pupils leave the premises. This means we can check we have the correct pupils before other pupils start going home.

Pupils going to after school sports clubs will be called out by their class teacher. They will meet with the leaders in the heart space or come to the main hall. Each class has a note on the door of children going to clubs weekly.

After School Sports Club Collection

Children staying behind for after school clubs must wait in the main foyer to be collected by a responsible adult, using the school's main entrance. Those older pupils with permission to walk home may be released by the teacher in charge. Staff will remain with others until they are collected. Any pupil not collected will be referred to the senior manager on late duty (rota for each half term). They will follow the procedures in our Non Collection of Children policy.

Changes to collection points

If for any reason pupils cannot be collected from the usual points, parents will be informed by text message and a member of staff will be on the gates to redirect parents to new collection zones.