**Drop-Off and Collection Policy**

**2017-2019**

**Arrivals and Departures Policy**

This policy is part of the school’s policies for safeguarding children.

Our school will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

**Arrivals**

Parents are responsible for all children before 8.45am – there will be no staff supervision before this point. Please note that it is a parent’s decision to drop children off at the roundabout to our Year Six helpers. Whilst our children do a fantastic job of walking other pupils around to their classroom doors, Year Six children cannot be held responsible for the safety of younger pupils. If you are not confident that your child can make their own way safely into class, please park off site and walk them into school.

It is the responsibility of staff to ensure that an accurate record is kept of all children in school, and that any arrival or departure to and from the premises is recorded in the Office. Similarly, when a child arrives late, parents must report to the Office.

Members of staff will be available in classrooms for pupils arriving in the school, from 8.45am – 8.55 am each day. Staff will open the class room door from 8.45am so that the children can begin learning.

Parents/carers are asked to make an appointment at the office to discuss any concerns etc. with a member of staff.

Teaching staff will be available in classrooms to greet the children and ensure a good start to the day. On arrival, a member of staff will record the child’s attendance in the daily register, which closes at 8.55am, children arriving after this time MUST come into school via the front reception door and register with staff at the ‘late station’.

If any children not accounted for by 9.15 am, office staff will endeavour to contact parents/carers to ensure the child is ill and unable to attend, ensuring parents and school know where children are at all times.

Children Looked After [CLA] and children with Child Protection [CP] plans who are absent will be notified to the Head Teacher (or Deputy DSP) as a matter of priority. The parent/carer of children attending other schools for alternative provision will be asked to notify us if the child is going to be absent as well as informing the alternative provider.

Please refer to our Attendance and Punctuality Policy for absence and lateness.

**Gates**

The main pedestrian gate to the playground will be locked at 9.15 am to restrict access and protect the staff and children.

At 3.25pm the main gates will be unlocked and will be re-locked at 4.45pm when the majority of the children have left the premises. The main driveway gates will remain unlocked for access throughout the school day.

**Departures**

Teachers will dismiss their own class out of school every night and be available at the end of the school day until 3.40pm. EYFS and KS1 children will be released directly to a parent/carer, KS2 pupils will be dismissed onto the school playground. All children not collected by 3.40pm will be taken to wraparound care. **A child care fee will be applicable for this service.**

If the children are to be collected by someone other than the parent/carer, this must be indicated to a member of staff before 2.45pm. The adult nominated to collect a child must be one of those named by the parent. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children, unless otherwise authorized, in writing, by a parent/carer.

Permission and arrangements for children walking home at the end of the day will be confirmed in writing by the parent/carer. The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time. All children must be collected from after school clubs by an adult unless written permission is given for the child to walk home.

No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

If a child is to be collected before the end of the school day, the school is to be notified on the same morning. On arrival to school to collect the child the parent/carer will report to the office staff. The child will then be brought, by staff, to the reception to be taken home by the parent/carer.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If no one arrives to collect a child and the parent cannot be contacted within an hour of the end of the school day, the school will contact social services to inform them we have an uncollected child on the premises.

**Approved by: Headteacher**

**Approved Date: October 2017**

**Review Date: October 2018**