

Collecting Children from Eastwood Primary School and Nursery

Date written: October 2016

Reviewed: Oct 2017

Written by – Mrs Bennett – Key Stage Manager

This policy has been written to ensure a safe and consistent approach to how, as a school, we ensure the children leave our site safely.

Aims

This policy ensures that all children leave the school site safely and with the correct adult.

EYFS

Parents and carers wait at the gate/railings for their children and a member of staff takes the children out to them.

KS1 and KS2

All children are seen out by a member of staff. Different classes exit the school at different areas.

Children do not go and collect their siblings.

Year 1 – classroom doors

Year 2 and Year 3 – outside their classroom door

Year 4 and Year 6- large playground

Year 5 - small playground.

It is the responsibility of the staff member who is in charge of that class to ensure that all children leave the school with the correct adult or on their own if permission is given.

If an adult does not come to collect their child, an adult will take the child to Trafalgar Square where they will wait for their parent/carer. Ms Andrews will complete a log of children who are collected late and repeat late collections will be dealt with by the class teacher or a member of the SLT.

The parent/carer collecting the child will go via the main school office and Mrs Hood will collect the child from the hall.

If a parent/carer contacts the office about collection at short notice, a member of the office team will inform the class teacher and log this in the designated book.

If another adult arrives to collect a child we must have confirmation via the class teacher or office to allow that child to go. If we do not have confirmation we will not let that child go until we have spoken to the parent/carer.

If this happens, the class teacher will ask that adult to wait at the office. The child will then be escorted to the office by a member of staff. Once in the office the staff member will check the book to see if this arrangement has been logged in there. If not the member of staff will call their parent/carer for confirmation. Once confirmation is given the staff member must write this in the book. We will not let children go until we have confirmation.

Collecting Children Late from School

If a parent/carer is going to be late collecting their child from school they must call the school office. If a parent/carer is more than fifteen minutes late, their child will go to Sundown Club and they will be charged the appropriate fee. **When the parent/carer arrives, Mrs Hood will collect the late children from Sundown club and bring them to the office to hand to their parent/carer.** If a child is collected late on a regular basis, the child will automatically be placed in Sundown Club and the parents or carers will be charged accordingly.

If the school deems there has been continuous late collection of a child, social care may be informed.