

Belton C of E Primary School



Achieving the best together

Arrival and Collection Policy

Date: September 2019

Review date: September 2022

Arrival and collection of children policy

At Belton C of E Primary we have 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. The purpose of this policy is to ensure that safeguarding procedures for the arrival and collection of children are robust, communicated well to parents/carers and adhered to by all. This policy has been agreed by staff and governors and will be reviewed annually or earlier should the need arise.

Some key principles regarding this policy:

- The safety of the children is of paramount importance and this is dependent on communication between home and school
- The arrival and collection of children at Belton C of E Primary School are the responsibility of their parent/carer
- It is the responsibility of the parent/carer to inform the school of any changes in collection arrangements such as a change of adult from usual parent/carer or in an emergency such as being delayed
- Children will always go back into school and wait until they are collected if there is no one to collect them at the end of the school day. This also applies to after school clubs
- Children should be accompanied to school by a responsible adult unless permission has been given for them to come alone (Y5&6 only)
- If at any time children need to be collected during the day, parents/carers should report to the office. The class teacher will be notified and the child will leave school through reception having been signed out of school by the parent/carer. Similarly children arriving during the school day should be brought to the school office and signed in by their parent/carer. They will be escorted to the relevant classroom by a staff member
- It should be noted that while staff cannot prevent a separated parent from collecting their child at the end of the school day (unless there is a court order in the school's possession preventing that parent from having access to the child) we would telephone the usual arranged parent to inform them

Arrival of Children at school in the morning

- All children should arrive between 8.35 am and 8.45 am. At 8.45am the doors of their classrooms open. We do not expect children to arrive before this time unless they are accompanied by an adult who remains with them until 8.45am. We expect children to arrive promptly for opening of the doors as the gate is locked at 8.55am and any children arriving after that time must enter school through the front door via reception and be signed in
- Children remain the responsibility of their parents/carers until 8.45am. Children must stay with their adult and not play in the sensory garden, climbing frame or grounds at this time.
- Breakfast club runs from 7.45am to 8.45am daily. Booking is required through the school office
- During Covid 19 Pandemic arrival is staggered- Year 5/6 8.25 AM, Year 3/4 8.35 am and Year 1/2 and Reception 8.45am
- Arrival to follow Covid 19 RA and communication

Classroom entry and gates to be used in the morning

Foundation Stage Tigers Class:

Entry is through the gate into the outside area and up the steps

Owls class Year 1&2

Entry is through the gate on the left side of school and round to the back of school.

Sea Otters class Year 5&6

Entry is through the gate on the left side of the school and up the ramp and in at the first door on the right.

Lions class Year 3&4

Entry is through the gate on the right side of the school and in at the first door on the left.

Arrangements for Collection of children at the end of the school day 3.10pm

Foundation Stage Tigers Class:

Foundation Stage children will be taken out of their classroom through the doors at the side of the classroom by their teacher. They will wait in the outside area until they are collected by their adult. Children will not be allowed to leave area until the teacher can see and hand over the child. Please exit through the gate on the right as you look at the back of the school. There is no access round the other side of the school. For safety reasons, we also do not allow Key Stage 2 children to collect Foundation Stage or Key Stage 1 children and walk them home

During Covid 16 children will be collected at 3.10pm and children will go to their parents/ pick up person across the playground when the teacher has seen them and exit via the one way system set out in Covid 19 communication

Owls Class: Children in this class are not allowed to walk home on their own.

Year 1 will be dismissed by the class teacher onto the playground out of the Owls' main classroom door. The teacher sends the child to the adult collecting them once the teacher has seen that person. If the adult is not there the child wait in the classroom.

Year 2 will be dismissed by the class teacher out of the Owls' main classroom door and walk into the playground. They wait on the blue hundred square playground marking and look for their adult. If the adult is not there the child must go back into the classroom to wait. A member of staff will oversee the child being collected by their adult.

Please stress to your child that they must always go back to their teacher in school if their grown up is not there until their adult arrives to collect them.

Please exit through the same gate used for entry as there is no access round the back and other side of the school.

During Covid 16 children will be collected at 3.10pm and children will go to their parents/ pick up person across the playground when the teacher has seen them and exit via the one way system set out in Covid 19 communication

Key Stage 2

Lions Class

Year 3 will be dismissed from the classroom and are expected to go into the playground to be collected. They are not to go out of the gate on their own but should be collected from the playground. Again, if there is no one to collect the child they are to return to the classroom to wait with in school.

Year 4 will be dismissed from the classroom and are expected to go into the playground to be collected. They are not to go out of the gate on their own but should be collected from the playground. Again, if there is no one to collect the child they are to return to the classroom to wait with in school.

Please exit school via the gate used for entrance in the morning – there is no access round the back and side of the school.

During Covid 16 children will be collected at 3.00pm and children will be brought to the playground then will go to their parents/ pick up person across the playground when the teacher has seen them and exit via the one way system set out in Covid 19 communication

Sea Otters Class

Year 5 & 6 will be dismissed from their classroom and walk out of the gate used for entry in the morning for collection and wait by the tree. However, by prior arrangement, Year 5 & 6 children may be allowed to walk home by themselves if parents/carers so wish and have given permission in to the office. If there is no-one there to pick them up they must come back in to school.

During Covid 16 children will be collected at 2.50 pm and children will go to their parents/ pick up person across the playground when the teacher has seen them and exit via the one way system set out in Covid 19 communication

All children

In order to increase security, we expect that if a parent is unable to pick up a child but wishes to send someone else they should inform the relevant teacher and if possible introduce that person beforehand. In the event of a person collecting the child other than main parent/carer that we or the child is unsure of, we will not let the child go and we will inform the parent/carer by phone to authorise the collection and a description of the person collecting of their child will be needed.

If someone other than the usual agreed adult rings and informs us that they were going to collect a child we would always phone the parent of that child for authorisation as a matter of course. Please note that although the children are in our care during school time the arrangements and well-being of a child at collection time and once they are dismissed is the parent's responsibility.

We do not expect any children (including younger brothers or sisters) to play down the field, in the sensory garden or on the climbing frame or in the bases whilst on school premises outside of school hours which are 8.55am to 3.10pm. This is for their own safety. Children are the responsibility of their parents/carers once they have been dismissed from school and collected.

The gate will be locked between 3.20pm and 3.25pm to increase security for after school clubs etc. taking place on the field and gives ample time for everyone to vacate the premises.

Delayed collection

All children should be collected at the end of school at 3.10pm unless they are attending an after-school club. If parents are not able to be at school at this time due to unforeseen circumstances or delay, parents need to notify the school immediately so that the child can be looked after until the parent or alternative adult collects them.

If we have not been informed of delay and a child is not collected by 3.20pm (10 minutes after the end of school) for reasons unknown, he/she will be taken to reception and will remain in the main reception area with a member of staff. A member of office or teaching staff will ring contact numbers to try to reach a responsible adult on the child's contact list to collect the child. If no one is available on the list it is the duty of member of staff to inform a member of the Social Care Advice and Guidance team for advice on 0116 3056015 or 0116 3057984

We will as carers, always remain calm as to not alert or upset the child concerned. Under no circumstances will a child be allowed to depart from the school unless it is with an identified authorised person.

After school clubs

Members of staff in charge of an after school activity should obtain signed consent from a parent/carer for the child to stay. The parent/carer should have been informed of the finishing time. When arrangements change for extra-curricular activities (e.g. due to the illness of the staff member running it), parents and carers **must** be informed, as this may affect arrangements for collection at the end of the day. This should be done by letter, email or text. It should be determined by reply slip or telephone that every parent concerned has got the message. A list of those attending the club will be held by the club leader and the class teacher. It is the responsibility of both the club leader and the class teacher to ensure that the children attend the club if they are signed up and are in school.

If any extra-curricular activity is run by a non-staff member, a member of staff will stay until all children have been collected. Parents need to inform school if a child is not able to attend the club they have signed up for, as registers are taken and the child's absence will be questioned.

Date of policy review: November 2020

Next review due September 2022