

# SAINT CHRISTINA’S SCHOOL: DROP OFF AND COLLECTION POLICY

Review Initiated by	ASG
Last Review	Autumn 2024
Next Review	Autumn 2025

*This Policy applies to EYFS, KS1 and KS2 pupils.*

## 1. Introduction

- 1.1. Saint Christina’s School strives to provide an educational environment that is safe and secure for all pupils.
- 1.2. The safe delivery of children to and from School is an integral part of maintaining a safe and secure environment.
- 1.3. All parents/guardians have an obligation to understand and comply with the following drop-off and pick-up procedures the School has in place.
- 1.4. The main intention of this policy is to ensure the safety and welfare of our pupils through outlining safe practices for their arrival to and departure from School every day.

## 2. Drop-off and Pick-up times and locations

- 2.1. The entry doors to the School open at 8.45am for Years 1-6 and 9.00am for the EYFS. Details are as follows:

Year Group	Drop off time	Pick-up time	Drop off / Pick up location
Nursery	8.50 - 8.55am	<b>3.25pm – from week 3 onwards</b>	Main Entrance Gate (St Edmund’s Terrace)
Reception	8.50 - 8.55am	3.25 pm	Main Entrance Gate (St Edmund’s Terrace)
Years 1 to 2	8.45 am	3.40 pm	Main Entrance Gate (St Edmund’s Terrace)
Years 3 to 6	8.40 am	3.45 pm	Main Entrance Gate (St Edmund’s Terrace)

- EYFS siblings will be picked up with the older child at their later pick up time.
- Children attending Breakfast Club can be dropped off at the Main Hall side entrance from 8.00am
- Children attending Homework Club can be collected up to 5.00pm from the front office main entrance

### 2.2. Nursery Arrangements

- At drop off, children will walk down the steps at the front of the School and into the Main Hall. They will be met by their teachers. Parents will release their child at the gate at the top of the stairs. Staff will assist children on the stairs.
- At pick up, teachers will release one child at a time to the parent or carer at the front of the queue.

### **3. General Drop-off Information**

- 3.1. Year 1-6 Pupils are expected to arrive at School by no later than 8.50 am every morning.
- 3.2. Children may only enter the School prior to 8.40am if they are expected at a supervised activity such as Breakfast Club, an extra-curricular activity before School (for example, Choir or Netball), or if they are accompanying their parents for a pre-arranged School commitment (for example, a parent/ teacher meeting).
- 3.3. Pupils who arrive at School once the School is in session (8.55 am), must be signed in by their parent or guardian using Entry Sign. This will produce a late slip which can be passed to the teacher.
- 3.4. For pupils in EYFS and Year 1, the office staff will take them to their class or contact the class teacher to arrange collection from the Office. Older children will make their own way to class and pass the late slip to their teacher to update the register accordingly.
- 3.5. The Entry Sign system will prompt the parent or guardian to provide a reason for the late arrival, which will be displayed on the late slip, this should be recorded in the class register for tracking purposes.
- 3.6. Please note that children who arrive to School via the School bus are not noted as late in their attendance but a note must be made to that effect in the register.
- 3.7. **EYFS:** All parents with children in the EYFS complete an information sheet which includes specific details of adults that have permission to collect their child. This information is kept in the classroom for easy referral. In addition, each EYFS class has a Collection book into which parents can communicate any changes to the person to whom usually collects on that day.

### **4. General Pick-up Information**

- 4.1. All classes will be escorted to their dismissal area at the end of the School day and will be supervised by their teacher until a parent/guardian arrives to collect the child.
- 4.2. It is an expectation of the School and staff of these older classes that children bid farewell to their teacher before they are formally dismissed.
- 4.3. Teachers or classroom assistants will remain with the children until 3:50pm. Any pupil not collected by this time will then be escorted by their staff to the School Office, whereupon a telephone call will be made to the child's parents. In the event that the parent/guardian cannot be contacted, the School may then call the emergency contacts to collect the child.
- 4.4. Arrangements in the case of late collection will include the child remaining in the School Office until the parents arrive. Alternatively, children may be escorted upstairs by a member of staff to After School Club. If this occurs, parents may incur a fee for their child's attendance at this after-School club. The School reserves the right to use its discretion as to whether a child will be sent to After School Club depending on the circumstances of the late collection.
- 4.5. The member of staff dismissing the children is responsible for ensuring that the person collecting the child is known to the school and authorised to collect the child. Should this not be the case, the Office will make a call to parents to verify that the person should be collecting the child. Should parents not be available the Office should refer the matter to

the Headteacher, or in his absence, the Bursar. Should neither the Bursar or Headteacher be on site, the matter will be directed to the Deputy Head who is also the DSL.

- 4.6. The member of staff dismissing the children is responsible for ensuring that the doors in the Hall are secured and locked. They should also check that windows in the Hall are closed.
- 4.7. Parents are responsible for their children once they are formally dismissed by a member of staff whether or not they are still on School property. Parents must closely monitor and manage the behaviour of the child or children in their care. This includes whilst they are waiting for older or younger siblings to complete any extra-curricular activities.
- 4.8. Parents should be aware of the limited space that we have at the front of the School. They should support the School by ensuring that they do not block the entrance. They should also observe the drop-off times and, if early, stand, with their child, against the railings in an orderly queue until the appropriate time in order to allow other children and families to access the gate safely, whilst keeping the pavement clear.
- 4.9. Once a child has been dropped-off or picked-up, parents are asked to move away from the front of the School. Parents who wish to speak with friends should do so way from the immediate front of the School.

## **5. Collection of children with older siblings**

- 5.1. Children in Nursery and Reception who have siblings in KS1 / KS2 will remain in class where they are supervised and will be collected to coincide with when the older children are collected.

## **6. Collection of children on the School bus**

- 6.1. Dedicated staff are available to ensure that children are collected for the School bus and are supervised by their driver.

## **7. Early Collection of Pupils**

- 7.1. Whenever pupils need to be collected before their formal dismissal time, parents or guardians must provide prior notification by writing or by telephoning the School. This is to ensure that the class teacher is notified and therefore has sufficient time to distribute any homework/notices.
- 7.2. At the time of early collection, parents or guardians must report to the School Office and sign the child out using the school Entry Sign system. Office staff will notify teachers that the parent/guardian has arrived to collect the pupil.
- 7.3. EYFS and Y1 children will be escorted to the office foyer by a member of staff. Children in Years 2 to 6 will make their own way to the Office to meet their parent. All pupils leaving School before the normal dismissal time must be signed out using the Entry Sign system.

## **8. Early Collection and Return of Pupils during the School Day**

- 8.1. Where pupils need to attend appointments (e.g. medical) during the School day parents and guardians should come to main School Entrance.

- 8.2. In line with the Attendance Policy, parents should inform the School well in advance of the scheduled appointment taking place. During these times of temporary absence during the School day, parents will be asked to sign their child out / in on the Entry Sign system in the School foyer.

## **9. Collection of Pupils by Other Adults**

- 9.1 The person collecting a child must be known to the school. If an adult other than the legal parent/guardian of the pupil is going to collect the child from School, the Class Teacher must be informed of this situation by way of telephoning the School office, via email or by letter. This is to ensure the safety, protection and welfare of our pupils and to ensure staff are aware of the identity of the person collecting children from School.
- 9.2 If the School has not been given prior notification of alternative ongoing arrangements for a child's collection, the pupil will not be dismissed until the parent/guardian has been contacted to confirm the situation and provide authorisation.
- 9.3 Should a parent be unobtainable, the matter will be referred to the Headteacher.

## **10. Pupils Walking To/From School**

- 10.1. It is a parent or guardian's responsibility to ensure that children are accompanied to School by a responsible person, to decide on the best and safest route for their child to take while walking to and from School, and to inform their child of safe practices.
- 10.2. Parents of older Key Stage 2 pupils (usually Year 6) who wish their child to walk home from School alone must provide written authorisation to the School.
- 10.3. In providing authorisation for a child to walk to and from School, parents or guardians are liable for the safety and wellbeing of their child before and after they enter School grounds.
- 10.4. The School is not liable for anything that happens before the child's arrival to School or after School dismissal time once the child has been placed in the care of the parent or guardian.
- 10.5. Children who walk to school on their own and who therefore carry a mobile phone for reasons of safety, will present their phone at the school office on arrival where it will be stored during the day. The phone may be collected at the end of the day.

## **11. Monitoring and Evaluation**

- 11.1. This policy is the School's position for safeguarding the welfare and safety of children during drop-off and collection from Saint Christina's School. The effectiveness of the procedures outlined in this policy will be reviewed by the Governing Body and Senior Leadership Team as part of the School's cyclic review and may involve consultation with the parents and School community where required.