

Bilton Grange Primary School

Policy for collecting children from school 2016

Purpose

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of a school day, and guidance for parents in the event of them being late/unable to collect their child.

Aims

- To keep children safe.
- To ensure that all members of the school community are aware of the correct procedures for the end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

Policy

- The school expects children to be collected at the end of the school day, which is 3.10 p.m. for Key Stage One and 3.15 p.m. for Key Stage Two.
- **If your child is in Buttercup or Sunflower class** the arrangement is the same and you will collect your child directly from those classes (**there is no requirement to fill in a consent form**) However, if you are asking somebody else to pick up your child and this is not a known arrangement please inform your child's class teacher. This can be done by telephone, via the school office or in the morning when you bring your child to school.
- **If your child is in Poppy, Forget-Me-Not or Bluebell class** the arrangement is the same-staff will come out into the KS1 playground with their class and the children will only leave their care with a responsible adult (**there is no requirement to fill in a form**). Again, if you are asking somebody else to pick up your child and this is not a known arrangement please inform your child's class teacher. This can be done by telephone, via the school office or in the morning when you bring your child to school. If you are late your child will be taken back into school to wait.

- **If your child is in Hazel or Sycamore class**, we ask that you sign a form if you wish your child to walk home on their own. As previously stated, the expectation is that this is more likely to happen in Year 5/6, but of course is parental choice. Members of staff will come out with the children into the KS1 playground and the children will be expected to stay in their vicinity until collected by their responsible adult **unless** written permission to walk home has been received. If you are late your child will be taken back into school to wait.
- **If your child is in Silver Birch class**, we ask that you sign a form if you wish your child to walk home on their own. As previously stated, the expectation is that this is more likely to happen in Year 5/6, but of course is parental choice. A member of staff will come out with the children into the Junior playground and the children will be expected to stay in their vicinity until collected by their responsible adult **unless** written permission to walk home has been received. If you are late your child will be taken back into school to wait.
- **If your child is in Beech, Maple or Oak class**, we ask that you sign a form if you wish your child to walk home on their own. A member of staff will come out with the children into the Junior playground and the children will be expected to stay in their vicinity until collected by their responsible adult **unless** written permission to walk home has been received. If you are late your child will be taken back into school to wait.

Guidance for parents/carers in the event of a parent/carer not arriving to collect their child at the end of the school day

As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day.

Please ensure that the school has up-to-date telephone numbers to contact you in an emergency.

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately on 01423 502375
- If you arrange for another adult to collect your child, you must let the school know the details of that person.
- If you or an identified adult have/has not arrived to collect your child or been contactable by 4.15 pm, the school will contact the Customer Service Centre (Children's Social Care).
- School will continue to try and contact parent/carer or emergency contacts

