



# High Wych CE Primary School



*SUCCESS AND EXCELLENCE WITHIN A CARING CHRISTIAN ENVIRONMENT*

## High Wych Drop off and Collection Policy

Policy Review	
Staff Consulted	October 2024
Approved by Governing Body	October 2024
Next Review Date	October 2026

# High Wych Drop off and Collection Policy

## 1. School Drop off

- 1a- The school day starts at 8.40 - 8.50am when all children come into school - we expect all children to be in school at this time.
- 1b- Registers are taken by 8:50 am and your child will receive a late mark 'L' if they are not in by 8:50am.
- 1c- Children arriving after 8.50am (when both gates are locked) are required to come into school via the school office with an adult to sign into our system.
- 1d- At 9.20am (30 minutes after the start of the school day) the registers will be closed. In accordance with the regulations, if your child arrives after that time, they will receive a mark that shows them to be on site - 'U', but this will not count as a present mark and it will mean they have an unauthorised absence. Please see Attendance Policy which explains unauthorised absences, persistence absences and fining.
- 1e- The school 'drop and go' facility can be used in the morning by KS1 and KS2, this opens at 8.30 am and gates close at 8.50 am. Reception and Nursery will enter through the Church gate and drop off at the EYFS gate.
- 1f- Church gate will open at 8.40am and close at 8.50 am. At the beginning of September for KS1 and KS2, we allow parents/carers to walk their child to their classroom. During the second week we ask that they are dropped off just inside the gate and children walk to their classrooms independently. We then ask if children can walk in through the gate independently and walk to their classrooms.

## 2. Collection

- 2a- End of school day is 3.20pm. Church gate will open at 3.20pm. Reception & Nursery will be collected from EYFS gate. KS1 and Year 3 will be collected from their classroom via the church gate. Year 4 - Year 6 pupils will line up on KS2 playground to be collected after younger children are collected from their classroom (as you leave via the church gate). These children will be supervised by a member of staff.
- 2b- Drop and Go can be used by Year 4 - Year 6. A member of staff will walk these children round to drop and go where they can be collected as you drive around. We would ask that you do not get there until 3.15 as this can block the road and cause congestion.
- 2c- If a child is not collected by 3.30pm the school office will be notified, and parents will be contacted.
- 2d- The expectation is that parents collect at 3.20pm unless there is an extenuating circumstance.
- 2e- The above applies if children do an extra-curricular activity - the expectation is that they are collected promptly at 4.15pm unless there is an extenuating circumstance. If the child/ren is/are not collected promptly, the school will be informed, and parents will be contacted.
- 2f- Regular late collection may result in school not allowing a child to attend a school club.
- 2g- Parents must inform school if their child is being collected by another parent or friend as school will not release children if they do not have prior consent from a parent / guardian.
- 2h- Where there is any doubt school will hold the child in school and inform a Designated Safeguarding Lead who will take responsibility for the child and seek clarification by telephone/office.
- 2i- When parents receive their children, it is their responsibility to supervise their children as they leave the school site. The school takes no responsibility for accidents incurred on the school equipment after handover.
- 2j- Children are not permitted to play on the 'Trim Trail' / Outdoor Gym or on any of the school grounds before or after school and including parent consultation evenings.
- 2k- No balls are allowed on the playground before or after school and scooters should be walked into school. No dogs are allowed in the playground.
- 2l- We would kindly ask - not to use your mobile phones on the school playground or in school.

2m- Children will not be released if the teacher feels that the parent is not in a fit state to ensure their child's safety. This will be immediately reported to the Designated Safeguarding Lead in school.

In the event of a child not being collected from school and the school being unable to contact any emergency contacts / receiving no notification from the parent/carer within 45 minutes of the end of the school day, the school will follow its child protection procedures, i.e. the Police will be informed and a safeguarding referral will be made to Children's Services.

Under no circumstances will school staff go to look for the parent/carer or take the child home with them.

### 3. Children travelling to and from school alone

The NSPCC advise the following: • Children under 8 should not be outdoors for a considerable length of time unaccompanied • Children under the age of about 12 should not be home alone for more than a very short period of time.

3a- At High Wych we only permit Year 6 to walk home from school without an adult - parents should fill in a request form expressing a wish to let their child walk home. The Senior Leadership Team will consider the request and make a decision based on the individual case / child.

3b- Parents should work with their child to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness.

3c- If a child should not arrive home at the expected time the parent/carer is expected to notify the school immediately.

3d- Your child will also be responsible for their behaviour whilst on the school premises either before or after school and whilst walking home. Should their behaviour be deemed a safeguarding risk the parent will be asked to accompany the child to and from school until they have demonstrated they can be trusted again.

3e- If your child is unable to follow rules when either at 'Drop and Go' or at church gate, then they may be required to be collected from another place i.e. classroom or office.

The DFE (Behaviour in Schools February 2024) states:

Behaviour outside of school premises

'Schools have the power to sanction pupils for misbehaviour outside of the school premises to such an extent as is reasonable. Conduct outside the school premises, including online conduct, that schools might sanction pupils for include misbehaviour:

- when taking part in any school-organised or school-related activity;
- when travelling to or from school;
- when wearing school uniform;
- when in some other way identifiable as a pupil at the school;
- that could have repercussions for the orderly running of the school;
- that poses a threat to another pupil; or
- that could adversely affect the reputation of the school.

The decision to sanction a pupil will be lawful if it is made on the school premises or elsewhere at a time when the pupil is under the control or charge of a member of staff of the school.'

### 4. Drop off and collection by older siblings

It is the parent/carer's responsibility to ensure that their child is dropped off and collected by a responsible person.

4a- Children in KS1 will only be released to an adult or a sibling over the age of 16 having contacted the school office or school staff in advance.

4b- Children in KS2 may be released to a sibling (of secondary school age) with written consent from a parent.

4c- Children will not be allowed to leave school with any adult unknown to the school. Therefore, it is the parents'/carers' responsibility to notify the school if someone other than the usual person is collecting their child.

4d- Children in KS1 will not be released to another parent without the school being informed.

#### 5. Early Collection of Pupils procedure

5a- The school recognises that at times, pupils will need to attend appointments (including medical appointments) during the school day. In such cases, parents/carers are welcome to collect their child for the appointment and then return them to school during the school day.

5b- The office will ensure that parents sign their child out of school when leaving the premises. Please keep these appointments to a minimum.

5c- When parents return their child to school, they must report to the office and sign their child in so that the school is aware that the child has returned and is back on the school premises.

5d- The office will ensure the child is signed back into school upon their return using (InVentry System).

Policy - Reviewed - October 2024

Policy renewal - September 2026