

Lovers' Lane Primary School



Collection and Drop off Policy

Date Reviewed: February 2024

Next review date: February 2025

Lovers' Lane Primary and Nursery School

Collection and Drop off Policy

Aims

At Lovers' Lane, we aim to maintain a caring, supportive and disciplined learning environment where children benefit from the best possible education. All staff are committed to this aim. We would like to know if you think we are not meeting your expectations, so that we have an opportunity to respond. We would also like to know your opinion on the things we do well.

Equality & Equal Opportunities

All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, religion, belief, disability or ability. We plan work that is differentiated for the performance of all groups and individuals. Lovers' Lane is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

All staff have equal access and inclusive rights to their work regardless of their age, gender, sexual orientation, race, religion, belief, disability or ability. Lovers' Lane is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

Procedures

This policy is part of Lovers' Lane's policies for safeguarding children. Our school will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Arrivals

It is the responsibility of staff to ensure that an accurate record is kept of all children in school on the electronic register. When a child arrives late, parents must report to the Office.

Parents should bring their children onto the playground and take them to line up with their classes in designated parts of the playground where they would be met by the class teacher. This gave an opportunity information can be shared between home and school at the beginning or end of each session to ensure children's welfare is given high priority.

The school day begins at 08.45 am. A member of staff will then record children's attendance in the daily register on Scholarpack online, which closes at 8.55am. Children arriving after the gates have closed MUST come into school via small gate on the playground (press the buzzer) and the office will let the children in to register with the office staff.

Where children have not been accounted for by 9.15 am, office staff will endeavour to contact parents/carers to ensure the child is ill and unable to attend and has not 'dawdled' on way to school, ensuring parents and school know where children are at all times.

Looked After children [LAC] and children with Child Protection [CP] plans who are absent will be notified to the Designated Safeguarding Leads as a matter of priority. The parent/carer of children attending other schools for alternative provision will be asked to notify us if the child is going to be absent as well as informing the alternative provider.

Gates

The main gates to the playground will be locked by 9.05 am. Access to the school site after this time and before 3.15, when the playground gates are again unlocked, will be through the main reception gate on the playground (office can be contacted via buzzer).

Departures

Teachers will ensure the safe departure of children at the end of the school day. All children not collected within 10 minutes are to be brought into school where it is safe and warm by the teacher or member of staff and the office informed so that contact can be made with the family.

Foundation 1 run part time sessions from 8.45am to 11.30am or 1.00pm to 3.15pm and parents should drop off and collect their children in F1 from the Foundation area gate.

Members of staff will hand children over to parents or carers directly, and must be completely satisfied that the adult collecting the children is authorised to do so. In the event of staff illness, and the use of cover arrangements, collection of children will be supervised by a member of staff who is familiar with the parents/ carers.

For both main school and foundation, where children are to be collected by someone other than the parent/carer, this must be indicated to a member of staff before 2.30pm. The adult nominated to collect a child must be one of those named by the parent.

Only adults and young adults aged 16 years and over with suitable identification, will be authorised to collect children. If the collecting adult is unknown to staff, children will only be released into their care, once they have produced suitable identification (passport/ driving licence or other suitable photo-id or the parent has confirmed that this is the correct person over the phone.

Permission and arrangements for walking or cycling home at the end of the day will be confirmed in writing by the parent/carer who will complete a permission slip available on request from the school office. The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time.

All children must be collected from after school clubs by an adult unless written permission is given for the child to walk home. No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

If a child is to be collected before the end of the school day, the school is to be notified on the same morning. On arrival to school to collect the child the parent/carer will report to the office

staff. The child will then be brought, by staff, to the reception to be taken home by the parent/carer.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this as soon as possible. If no one arrives to collect a child and the parent cannot be contacted by 4.15pm or within half an hour of the end of an after-school club, the school will contact social services or other emergency duty professionals to inform them we have an uncollected child on the premises and will follow the advice given.