



Singleton Church of England Primary School



MISSION STATEMENT

“Passion for Learning and Passion for Life”.

With God, all things are possible.

Matthew 19:26

Drop off and Collection Policy

KEY PRINCIPLES

- Class Teachers / Kids Club staff are responsible for the orderly dismissal of pupils from their classrooms / club.
- Class Teachers / Kids Club staff must be sure that pupils' leaving arrangements are **SAFE**.
- Class Teachers / Kids Club staff will not allow children to leave with unknown persons, or other parents without prior knowledge of the arrangement.
- Given the location of the our School children in Years **5 & 6** will only be allowed to walk home alone with written permission from parents and agreement from school SHE Committee that it is appropriate and safe to do so.
- Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent on or before the day.
- Parents will drop off / collect children (or arrange for this to happen) **punctually**
- Children not collected **on time** will be placed in Kids Club and parents contacted to inform them that their child is safe and there is no need to rush to collect as Kids Club is available until 5.30pm. (Parents will be charged for this)

- Parents will collect children after extra-curricular (or arrange for this to happen) **punctually at 4:15pm** – if parents **are late** the children will be placed in Kids Club. Allowances will be made in extenuating circumstances. (Parents will be charged for this)
- If parents, contact school to inform school they have been delayed due to unforeseen circumstances such as traffic jams etc. their child /ren will be placed in Kids Club and kept safe until they arrive and there is no need to rush as Kids Club is available until 5.30pm. (Parents will be charged for this)

RESPONSIBILITIES

School / Kids Club staff

Drop off

1. Kids Club staff will supervise pupils on the premises from **7:30am** – when accessing Kids Club parents must ring the Kids Club door bell and hand their child over to the Kids Club member of staff. Children are not allowed to enter the premises alone. Staff will register the children in attendance
2. Teachers / Support Staff will supervise pupils on the premises from **8.45am** – they will open classroom doors and children will be allowed into school at this time.
3. Mr Goostroy (**Y5/6**) likes all his children to be in school for 8.45am as he delivers morning maths activities at this time.

Collection

4. Teachers will dismiss their pupils from their classrooms, (KS2) from the New Hall double doors (Foundation Stage) from the double doors near the old hall (Class 1) into the charge of a recognised parent, carer or responsible adult who is accompanying the child to their home.
5. In the case of Foundation and Classes 1 and 2, and 3 Staff will hold the children at the collection door until they see the appropriate adult.
6. Class 3 pupils (Years 5 & 6) will only be allowed to walk home alone with written permission from parents and agreement from school that it is appropriate and safe to do so.
7. In addition, teachers will risk assess with the SHE Committee individual circumstances where extra supervision is thought necessary.
8. If a child is not collected by **3.00pm** they will be placed in Kids club and their parents will be contacted and charged accordingly. However, the expectation is that parents **collect at 3.00pm** unless there is an extenuating circumstance. 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, they will be placed in Kids club and you will be charged.
9. Regular late collection may result in school not allowing a child to attend a club.
10. When collecting children from After School Club, access is obtained by ringing the kids Club doorbell. Parents must inform a member of staff that they are here and the child is being collected, they must then sign out the time on the daily register and sign for their child.
 - a. The person authorised to collect the child from Kids Club should be registered on the Clubs Registration Form. Only adults named on the registration forms will be allowed to collect children from Kids Club. Any changes of authorised person must be made in writing.
 - b. Children will not be handed over to anyone other than their parents unless the Kids Club Leader has been informed of an alternative collection arrangement. All parents using Kids Club should inform the Kids Club Leader directly either via email or in an extenuating circumstance verbally as to the collection arrangements. Parents should not pass this information to the class teacher or the school office.
 - c. In order to ensure that the person collecting is who they say they are (for example if it is not an adult previously known to Kids Club staff) the Kids Club staff will ask for the date of birth of the child they are collecting as a security measure.
 - d. If the Kids Club staff are unfamiliar with the adult collecting a child (for example unsure of parents that only use the club on an ad hoc basis) they will always ask the security question – What is child's date of birth before handing the child over.

School Admin Officers

1. Admin officers will be vigilant that pupils are not leaving via the front entrance unaccompanied. All pupils coming into school via the front entrance will be signed in / out by the accompanying adult.

Parents

1. Parents should ensure that pupils do not arrive at school **before 8:45am**; unless they are booked into Breakfast Club as staff are not on duty until 8.45am.
2. Children are not allowed on the playground unsupervised if they do arrive prior to this time they will be placed into Kids Club for their safety and parents will be charged accordingly.
2. Parents are **not allowed** to leave the children unsupervised on the playground in a morning.
3. Parents must pick up their children at **3.00pm promptly or promptly at 4.15pm if their child attends and extra-curricular activity or an early session at Kids Club .**
4. Parents must pick up on time from Kids Club depending on which session they have booked in for. Late collection will result in the Late Fee policy being implemented

• Early sessions

- If you are late collecting from the early session that finishes at 4:15pm you will be charged as follows:-
 - If you are between 5 and 15 minutes late after the booked session time – a late fee of £1:50 per child will be charged to your account
 - If you over 15 minutes you will be charged for the full session. (£8) – this will be charged to your account

Late sessions

- Parents must collect their child promptly before 5.30 pm. The late collection of a child will incur an additional fee of £5.00 **per child** for each full or part quarter of an hour extra (to cover the additional payment of staff wages of staff, including those of the site supervisor who needs to clean the room from 5:30pm).
5. Parents are expected to make it clear to the School, at the start of each term, the default arrangement for collection and travel home and to telephone or send in a signed note on occasions that this arrangement is changed.
 6. 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.
 7. Where there is any doubt teachers will hold the child in school and inform the head teacher or senior teacher who will take responsibility for the child and seek clarification by telephone.
 8. 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.
 9. Children are **not permitted** to play on the 'Trim Trail' / Outdoor Gym or on any of the school grounds before or after school.
 10. **No balls** are allowed on the playground before or after school.

Children

1. Children are expected to leave with the known adult promptly and sensibly.
2. Children **should not** use any of the school's play equipment after school. Children will be made aware through assemblies and safety lessons of the danger and will be expected to be under close supervision by their parents at all times.

Club Leaders - For Extra Curricular Activities

1. Club leaders have responsibility to ensure that all attending pupils are handed over to the agreed recognised responsible adult on the school staff after their session has finished. (This adult will be waiting in Class 3)

2. In no circumstances will children be left alone to wait for their parents. If parents do not pick up **promptly at 4.15pm** then the children will be placed in Kids Club and parents will be contacted to inform them that their child is safe and can stay in Kids Club until 5.30pm. This will incur a cost

Children travelling to and from school alone

“There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school”. (Is it legal? A parent’s guide to the law by the Family and Parenting Institute -June 2011).

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

The school is not responsible for the safety of children on their journey to and from school.

- If parents choose to let their Year 5 / 6 child travel to/from school independently, then they should assess the risks associated with the school route and their own child’s confidence.
- Parents should write to the School’s Health and Safety Committee (SHE Committee) expressing a wish to let their child walk home. The committee will consider the request and make a decision based on the individual case / child. Consideration will be made as to the walking route – e.g. whether there are footpaths, streetlights, major roads to cross etc.
- 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.
- The school requires written parental consent for their children **in years 5 and 6 only** to walk to and from school alone (**see appendix 1**).
- If a child should not arrive home at the expected time the parent/carer is expected to notify the school immediately.

Supervision on the school site

Parents should note that the school does **not provide** a member of staff to supervise children before the doors open at 8.45 a.m. (unless the children are part of the agreed breakfast club or attending booster classes) or after 3:00pm (unless children are attending an after school club organised by the school) and therefore the welfare of children until/after that time is the **responsibility of parents**.

Children should not be dropped off and left on the playground unsupervised. If this happens the children will be placed in Kids Club and parents will be billed accordingly.

However, if a problem or difficulty arises and is brought to the attention of the school, the school will intervene, e.g. if a child falls and hurts themselves the school will provide medical assistance.

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.

- **Children in KS1** will only be released to an adult or **a sibling over the age of 16 with written consent**.
- **Children in KS2** may be released to a sibling (of secondary school age) with written consent from a parent.
- 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.
- Children will not be released to another parent without the school being informed.

Late collection procedure

Parents and carers share in the responsibility to work with school / Kids Club staff to ensure their children are safe and in the care of a responsible adult. Parents should notify the school immediately (by contacting the school office on 01253 882226) if it becomes apparent that the person collecting their child may be late. If the person collecting the child is going to be late whatever circumstance, the child will be safely placed into Kids Club giving parents the flexibility to collect up until 5.30pm. If a child is not collected promptly from school or promptly after an extra-curricular activity finishing, the school will place the child into Kids Club giving parents the flexibility to collect up until 5.30pm

If parents are late the following protocol will be implemented once the children have been safely placed in Kids Club:

- Check for any information about changes to the normal collection routines.
- Attempt to contact the parents/carers on their home, work and mobile numbers.
- Telephone the emergency contacts that have been provided by the parent/carer.
- Place the child in Kid's Club where the parents/ carers will be billed.
- Keep a record of incidents where parents/carers are late for no explained or good reason, or where there are repeated incidents.
- Send a letter home to the parent/carer notifying them of the possible arrangements that may be put into place for their child if they continue to collect their child late and inviting parents to meet with the Family Learning Mentor for a discussion about their circumstances. (See appendix 2).

If a parent/carer wishes for their child to be collected by someone who does not have parental responsibility, whether this is a regular or pre-planned arrangement, the parent/carer must put this in writing or inform the school office. In the event of alternative arrangements being made in an emergency, the parent/carer must give verbal consent for an agreed person to take the child home. The school will text / phone the parent/carer to confirm that this arrangement was made at their request and with their consent.

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.

The school will keep detailed, timed records of the action taken and calls made to contact the parents/carers and emergency contacts.

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

Once the situation has been resolved, parents/carers will be invited to meet with the Head teacher to discuss the steps they could take to avoid a recurrence of this situation, e.g. ensuring that the school has current contact details, including emergency contacts.

Early Collection of Pupils procedure

Whenever pupils need to be collected before their formal dismissal time, parents/carers 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.

At the time of early collection, parents/carers must report to the school office. Parents/carers are required to sign the child out with the time that the child is being collected. Office staff will notify teachers that the parent/carer has arrived to collect the pupil. Parents/carers are kindly requested to wait in the foyer area for their child to arrive from the class.

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. Parents are required to sign their child out of school. The office will ensure that the child is signed out of school when leaving the premises. When parents return their child to school, they must report the child's return to the school office so that the school is aware that the child has returned and is back on the school premises. The office will ensure the child is signed back into school upon their return.

Extra-Curricular Activities

The same procedures for drop off and collection can be applied to extended school activities, where the activity is provided by the school.

- All activities finish at 4.15 pm and parents should collect promptly.
- If Children are not collected promptly they will be placed in Kids Club and parents will be charged accordingly.
- Children will be released to parents from the year 3/4 and 5/6 classroom doors
- All other procedures as stated for the normal collection time stand
- Children in Y6 must be collected by an adult if attending an evening activity.
- Any safeguarding concerns are reported to the Learning Mentor/ Senior Teacher / Head Teacher, who will decide on the appropriate response.

APPENDIX 1

S I N G L E T O N

CHURCH OF ENGLAND PRIMARY SCHOOL

Church Road, Singleton, Poulton-le-Fylde FY6 8LN

Telephone 01253 882226/Fax 01253 893461 Email: head@singleton.lancs.sch.uk

<http://www.singleton.lancs.sch.uk/>

Head Teacher:
Mrs A Clayton

Dear Parents,

As our children grow we hope they not only grow in stature but also in confidence and independence too. Consideration will be given to children in Years 5 & 6 to permit them to travel to and from school on their own. However, in view of the fact that we have busy roads with fast moving traffic and few footpaths in the area, we take this decision very seriously and any applications for any child in Year 5 or Year 6 will be presented to the SHE Committee for consideration. The committee will consider the request and make a decision based on the individual case / child.

Health & Safety regulations stipulate that as a school we need an up to date record of your permission in this matter. Our updated Drop off and Collection Policy should be read and can be found on the school website.

If you wish your child to be considered to travel to / from school alone then please complete the reply slip at the bottom of this page and return it to the school office at your earliest convenience.

Yours Sincerely
Mrs A. Clayton

Head Teacher

Child's Name in Class 3

I give permission for the above named child to be considered to walk home to / from school on their own.

Signed: Print Name:..... Date:
Parent/Guardian

APPENDIX 2

S I N G L E T O N

CHURCH OF ENGLAND PRIMARY SCHOOL

Church Road, Singleton, Poulton-le-Fylde FY6 8LN

Telephone 01253 882226/Fax 01253 893461 Email: head@singleton.lancs.sch.uk

<http://www.singleton.lancs.sch.uk/>

Head Teacher:
Mrs A Clayton

Dear Parents,

I note from the class register that _____ is frequently late to school.

May I remind you that school begins at 8.55a.m. promptly each day and pupils should make their way to their classroom from 8.45 a.m. Please ensure your child arrives on time as it can be very disruptive to their own education and that of the whole class.

The school's Attendance Improvement Officer (Mrs Lilley) will be evaluating punctuality again at the end of this month; we hope to see an improvement in punctuality before then.

Please sign the slip below to acknowledge receipt of this letter.

Yours sincerely
Mrs A. Clayton
Headteacher

PLEASE COMPLETE AND RETURN TO THE OFFICE DROP BOX

I acknowledge receipt of your letter regarding _____ punctuality and will ensure he/she arrives on time for each school session in future.

Signed: Parent/Guardian

Date:

S I N G L E T O N

CHURCH OF ENGLAND PRIMARY SCHOOL

Church Road, Singleton, Poulton-le-Fylde FY6 8LN

Telephone 01253 882226/Fax 01253 893461 Email: head@singleton.lancs.sch.uk

<http://www.singleton.lancs.sch.uk/>

Head Teacher:
Mrs A Clayton

Dear Parents,

I note from the class register that _____ is frequently being collected late from school.

May I remind you that school finishes at 3.00pm promptly each day and at this time, there should be someone to collect your child/ren. Please ensure your child is collected on time as at this point you resume legal responsibility for your child/ren. The staff in school are extremely busy and have many other commitments after school and it is unfair to expect them to take responsibility for your child regularly beyond 3pm.

To support our busy working parents we run an afterschool club until 5.30 each day and they have a range of options/ prices. If you require more details on this please contact Miss Manning in the school office who will be more than happy to help you.

The school's Attendance Improvement Officer (Mrs Lilley) will be evaluating punctuality again at the end of this month; we hope to see an improvement in punctuality before then.

Please sign the slip below to acknowledge receipt of this letter.

Yours sincerely
Mrs A. Clayton
Headteacher

PLEASE COMPLETE AND RETURN TO THE OFFICE DROP BOX

I acknowledge receipt of your letter regarding the regular late collection of _____. I will ensure that appropriate arrangements are put in place for my child/ren to be collected on time.

Signed: Parent/Guardian

Date:

APPENDIX 3

COVID – 19 Specific– Drop off and collection protocols

What time do I drop off and collect?

DROP OFF AND COLLECTION SEPTEMBER	AM - DROP	PM - COLLECT	Reduction of lunch time
Foundation Stage	9:00am FS door	2:45pm FS door	Reduce by 15 mins – so that teaching hours remain the same
Year 1/2	8:50 am Class 3 door	3:00pm Class 3 door	No reduction required
Year 3/4	8:40am Class 2 door	3:15pm Class 2 door	No reduction required
Year 5/6	8:30am Rear fire door – new hall	3:30 pm Rear fire door – new hall	No reduction required

What is the drop off and collection process?

Please note that the drop off and collections are staggered as per the GOV.uk Guidance.

” If those patterns allow, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.”

- You must be **prompt** and **stick** to the drop off and collection times that you have been allocated, as the timeframes are extremely tight.

There is a new protocol in place for entering and exiting the playground as follows:

We ask that all parents park at the Village Hall car park. We are introducing a one-way system for drop off and collection as follows:

- The one way system should be adhered to at all times. (except for people with medical needs after prior agreement with the head teacher)
- Parents will enter the school playground via the usual route.
- Please ensure that if you are queuing at the gate you adhere to the 2m distancing rule. (lines are marked on the floor)
- Parents will exit the playground via the large gate between the two sheds on the playground. This will take you down the lane and back to the Village Hall car park.

Information for parents re drop off and collection will be as follows;

- You will be given the drop off and collection times for your child
- You will be given the location of the drop off and collection point
- Only **one** parent should attend
- Parents must not gather at the gates /doors
- Please stand back in the playground and send your child to the door alone
- Parents must adhere to social distancing guidelines of 2m whilst on school premises
- Drop off and collection should be prompt
- Doors will be open for children to walk straight into school
- Facemasks must be worn by all adults entering the school premises
- Parents are not allowed to enter the school buildings at this time

Whilst far from ideal, siblings **cannot** be dropped off and collected at the same time. Parents must stick to the allocated times for their child’s class. We ask that you wait back at your car until the allocated slot. The logistical challenge is that we have an enormous amount of siblings and if we allowed you to wait on the playground this would raise issues with social distancing and mixing of groups. It would also disrupt teaching, if children were entering and exiting classrooms at different times.