



Drop off and Collection Policy Guidelines

Version	Document Title	Status	Author	Approved by	Date	Review Date
0.1	Drop off and Collection Policy Guidelines	Draft	SLT	Principal/Vice Principal	Sep 2022	Aug 2023
	Regional Director		Principal			Vice Principal
	Head of Foundation Stage		Head of Primary			Head of Secondary

Staff Responsibility

1. Homeroom teachers / School Staff are responsible for the orderly dismissal of students from their classrooms
2. Homeroom teachers / School Staff must be sure that students' leaving arrangements are **safe**.
3. Homeroom teachers / School Staff will not allow children to leave with unknown persons, or other parents without prior knowledge of the arrangement.
4. Students in Secondary school will only be allowed to walk home alone with written permission from parents and agreement from the Phase head.
5. Late drop off / collection will be monitored by school staff. Allowances will be made in extenuating circumstances only.
6. If parents contact school to inform that they have been delayed due to unforeseen circumstances, then parents are asked to try and make alternative arrangements, children will be kept safe until they arrive.

Parent Responsibility

1. **Parents should ensure that students arrive at school between 07:15-7:30 am.**
2. Parents must pick up their children between 2:30-3:00pm promptly or promptly at 03:20pm if their child attends any extracurricular activity.
3. Parents are expected to make it clear to the school, at the start of each term, the default arrangement for collection and travel home.
4. 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 written consent from a parent / guardian.
5. 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.

The school acknowledges that those with Parent Responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.

All late drop off and late collections will be monitored and logged and where applicable the late drop off and collection protocols will be implemented. (See below)

Responsibilities School Drop off

All children must come to school on time (07:15 am - 07:30 am) through the designated gates.

1. Teachers / Support Staff will supervise students on the premises from 07:15 am - gates will open and children will be allowed into school at this time.
2. **Gates Close at 07:40 am (Year 1-11) and at 07:50 am in (Foundation Stage).**
*** Gate must close at 7:30 am**

Late Arrivals: Children coming to school late must enter through the main reception door. Children must take the late arrival slip from the reception desk and hand it to the Homeroom/ Form teacher. Children will be marked late and will be monitored if late arrival is more than once in a term. The following protocols will be followed:

- Step One: Late arrival more than once in an academic term - Parents are informed by the Homeroom/Form Teacher
- Step Two: Late arrival continues - Phase Head to contact the parent and send an email informing parent of the school policy and protocols.
- Step Three: Parent meeting with the Principal and Vice-principal

Collection

School ends at 1:30 pm for Foundation Stage and at 2:30 pm for Primary and Secondary School.

1. Teachers will dismiss their children from their classrooms, (Foundation Stage and Year 1) into the charge of a recognised parent, carer or responsible adult.
2. In the case of Year 2 - Year 11, staff will hold the children at the collection areas for walkers and car riders until they are safely collected.
3. Secondary School students 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.
4. The expectation is that parents collect children by 3:00 pm on normal school days.
5. If a child is not collected by 3:10 pm or on more than one occasion in an academic term, the school's protocols will be implemented:
 - Step One: Parents are informed by the Homeroom/ Form Teacher
 - Step Two: Late arrival continues - Phase Head to contact the parent and send an email informing parent of the school policy and protocols.
 - Step three: Parent meeting with the principal and vice-principal

Co-Curricular Activities

1. Club leaders have responsibility to ensure that all attending students are handed over to the agreed recognised responsible adult after their session has finished.
2. In no circumstances will children be left alone to wait for their parents. If parents do not pick up promptly at 3:20 pm, club leader will contact the parents and ensure that children are picked up.
3. On days children do a co-curricular activity, the expectation is that they are collected promptly at 3:20 pm unless there is an extenuating circumstance. Regular late collection may result in the school not allowing a child to attend the co-curricular activity.

Do we need to add early collection of students from CCA's is not permitted over here? If parents arrive early to pick up their child more than once during CCA time, the student will not be allowed to go the activity?

Procedure for Early Collection of Student

The school strongly discourages disruption to the school day due to early pick-up from school. However, the school recognises that at times, students may need to attend appointments (including medical appointments)

during the school day.

Whenever students need to be collected before their formal dismissal time, parents/carers must provide prior notification by writing to the homeroom teacher. This is to ensure that the homeroom teacher is notified and therefore has sufficient time to prepare for dismissal.

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. Parents/carers are kindly requested to wait in the foyer area for their child to arrive from the class. Parents are required to sign their child out of school and hand in the permission slip to the school reception. All early collection forms must be signed by the Principal.

Monitoring and Review

A copy of this guidance is available to all staff and parents and is published on the school website. Parents will be made aware of this policy when their child is admitted to this school.

APPENDIX 1

Dear Parents,

Consideration will be given to Secondary students to permit them to travel to and from school on their own. However, in view of the fact that we have busy roads with heavy traffic and few footpaths in the area, we take this decision very seriously. Any application presented to the phase head will be given due consideration keeping in mind our Health and Safety stipulations.

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

Yours Sincerely

Principal

Student Name: Year:

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

(School letter head)

Dear Parents,

I note from our attendance records that _____ is frequently late to school.

May I remind you that school begins at 07:30 am promptly each day. 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 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

Principal

Please complete and return to the reception desk.

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

Signed: Print Name: Date:
Parent/Guardian

APPENDIX 3

(School letter head)

Dear Parents,

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

May I remind you that school finishes at 2:30 pm promptly each day and at this time, there should be someone to collect your child/ren between 2:30-3:00 pm. 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 03:10pm.

We 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

Principal

Please complete and return to the reception desk.

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: Print Name: Date:
Parent/Guardian