

ST. MARY'S CATHOLIC PRIMARY SCHOOL



POLICY FOR ARRIVAL & COLLECTION OF CHILDREN

Purpose of this Policy

The School recognizes the need to ensure the safe arrival and collection of children at school at what can be busy times of day. We recognize that we want to be open and welcoming to parents and visitors but at the same time we must take all steps to safeguard the children and the school staff and site.

Arrival at school

Parents are regularly reminded about bringing their children to school or collecting from school safely ie **not obstructing the school gates or parking on the yellow lines, or in the school car park. Parents of our younger children are reminded to keep hold of their child's hand when arriving at and leaving the site – this includes nursery children who leave at 11:45am. No parent should drive into school.**

The school is responsible for children on roll from 8.45am. Once a child arrives on school premises they must not leave without permission. We operate a 'softstart' to help provide a calm start to the day and to ease congestion on site and on local roads. At 8:45am the classroom doors open and children should begin to go into class. Children should not arrive on site until 8:45am at the earliest. They then go straight into classes via their designated routes and doors.

The school day for KS1 and KS2 pupils begins at 8.55am and ends at 3.15pm. Doors open at 8:45am for Nursery children. The school day finishes at 11:45am for Nursery pupils.

The school office is open from 8.30am for parents wishing to speak to the office staff.

Class teachers must be available from 8.45am in class.

Lateness

The School actively discourages late arrival. The register is open at 8.55am and closes at 9.30am. Any child arriving after 9.30am is marked as an Unauthorised absence for the whole of the morning session. Children arriving after 8:55am have to come through the main office doors and use the onscreen attendance programme to record their entry into the school. If you arrive on site after 8:55am you should take your child straight to the office and not attempt to get them in through the classroom door. All latenesses need to be logged on the entry system.

The school monitors closely those pupils who frequently arrive after 8.55am but not late enough to be marked as Unauthorized Absence – ie not after 9.30am. Reasons why pupils who are not consistently on time are investigated by the school.

Illness, Open days/Evenings, External Exams, Medical and Dental Appointments

Parents are encouraged to make appointments out of school hours. Children leaving school premises during school hours must be signed out (and back in if returning that day) using the online attendance programme in the foyer.

Absence

Parents are asked to report absences on the first day of absence either by: phoning the school office and leaving a message or using the report tab on the school app. Parents need to use one of these 2 options – there is no need to use both.

Collection from school

Children from the Nursery, Reception Class and from Years 1, 2 and 3 will be handed into the care of a responsible **adult** at the end of the school day. Y4& Y5 children are dismissed into the playground. Only Y6 children may walk home on their own this is to help prepare them for secondary school. **No primary aged child will be allowed to be in charge of another child.** Parents and carers

should inform the class teacher or the school office if someone different is going to collect their child. Sometimes parents have to arrange for someone to collect children at short notice. If we are unsure about a change in collection arrangements we may check with parents by telephone.

Pupils who are not collected after 15 minutes are escorted to the main entrance to wait inside of the security doors. The teacher/TA informs the office. The Office contacts parents/carers. If a child is not collected by 4:15pm, the School will contact Social Care.

If, as the result of a family breakdown or a court order, one parent or partner is no longer allowed access to a child, parents are asked to inform the school in writing immediately. Equally as important, parents are asked to inform us as or when the situation is resolved.

Any person who appears unfit to take full responsibility for the child he/she has arrived to collect, will not be allowed to take the child from the premises. If the said person is parent or carer of the child in our care, we will try to contact other contact names on the school database. If that is not possible and the situation cannot be resolved and we feel that the child is at risk, we will contact the duty officer at the Social Care Department.

Review

This Policy will be reviewed every three years by Staff and Governors.

Policy Agreed: Autumn 2015
Review Date: Autumn 2018