



ST MARY'S CE PRIMARY SCHOOL, DAVYHULME



SAFE ARRIVAL AND COLLECTION OF CHILDREN POLICY

At St Mary's CE Primary School, its Breakfast and After School Clubs, all policies and procedures reflect the caring Christian family ethos of the school and its Mission Statement and Values – Faith, Family, Future - Building a positive future for all, as part of God's loving family. St Mary's is a Unicef Rights Respecting School and its Whole School Charter is based on the school values and the UN convention of the rights of the child.

St Mary's School prides itself in providing equal opportunities for all members of its family regardless of disability, religion, sexual orientation, culture, gender, ethnic origin, colour or age. All pupils have access to the whole curriculum, and the right to a learning environment which dispels ignorance, prejudice or stereotyping.

Introduction

It is essential that at St Mary's we ensure all children arrive and leave school at the end of the day safely. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child before and after school. Sometimes there will be 'one-off' arrangements. For this reason we have set out clear procedures which all staff and parents/carers must adhere to. An authorised adult is someone over the age of 16 who has been authorised in accordance with this policy to drop off and collect the child from school.

Aims

- To keep all children safe.
- To ensure that all members of the school community are aware of the correct procedures for the start and end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

Safe Arrival

The school gates and doors will open at 8:45am and close at 8:55am. A member of staff will be present on the playground. School starts at 8:55am when the register is taken.

EYFS, Key Stage 1 and Lower Key Stage 2 children

EYFS, Key Stage 1 and Lower Key Stage 2 (up to and including Year 4) children should be brought onto the school playground (or to reception through prior arrangement) and supervised before school starts by an authorised adult. Children should not be dropped off at the gate and left unsupervised. Brothers and sisters in school should not be supervising EYFS, Key Stage 1 and lower Key Stage 2 pupils.

Year 5 and 6

Parents/Carers of children in Year 5 and 6 may wish their child to travel to school alone or with a friend. This is at the parents/carers discretion.

Breakfast Club

Children should be signed into the club at the entrance and handed over to a member of staff. Children can be dropped off at any time during Breakfast Club which opens at 7:45am daily.

At 8:45am EYFS and KS1 children will be taken to their classrooms. KS2 children will make their own way to their classrooms.

First Day Absence

The register is taken in class at 8:55am and returned to the school office by 9am. From 9am, the office staff will endeavour to contact parents on the first day of absence. If a child is absent from school, please contact the school office before 8:55am so we know your child is safe in your care.

Late arrival

If a child arrives at school after the playground gate is closed, an authorised adult must register the child with the office. Children must not be dropped off outside school; an authorised adult must sign late arrivals in.

Safe Collection

The school gates are opened at 3:20pm. School finishes at 3:25pm for EYFS to Year 2 and 3:30pm for Year 3 to Year 6.

EYFS

Parents will queue up at the Reception outside door where members of staff will dismiss the children to an authorised adult.

Key Stage 1 and Lower Key Stage Two

The children will enter the playground with a member of staff and will be handed over to their authorised adult.

EYFS, Key Stage 1 and Lower Key Stage Two

Once a child has been handed over to their authorised adult, they are no longer the responsibility of the school. We ask that authorised adults remain vigilant after collecting their child to ensure they leave the school premises safely.

If the authorised adult is unknown to the teachers, an agreed password must be used. This can be organised by parents through the school office. Children will not be allowed to leave with any adults without permission from parents.

If there is a change in collection arrangements at short notice, parents/carers must inform the office.

Upper Juniors (Year 5 and 6)

The children will enter the playground with a member of staff. The children will be dismissed individually directly to their authorised adult or may walk home alone/with friends if previously agreed with parents.

After School Club

Reception children are collected from their classrooms at 3:25pm. Each class has a list of children attending the club each day and children from Year 1 to Year 6 are sent to the club if they are registered to attend. A register is taken at the beginning of each session. If a child is on the register but is not present and we have not been informed of their absence, then the parent will be contacted to confirm the reason for non-attendance. It is therefore important to keep us informed if your child is not attending for any reason. Parents can leave messages via the school office or the club mobile phone. If a child is attending an after school activity before attending after school club, please inform the club staff who can ensure that pupils are collected. Children who attend the club must be collected by a responsible person aged 16 years or over. Parents should wait at the door for their children to be

brought to them and then sign them out. Please note, the car park is for staff and visitors only. Do not use the carpark for drop off and pick up.

Late Collection

If an authorised adult does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:

1. A member of staff will bring the child/children to the school office.
2. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
3. If no contact has been made by the parent/carer, the office staff will attempt to contact the parent/carer and the emergency contacts by telephone.
4. School will continue to try and contact the parent/carer and the emergency contact/s.
5. If contact cannot be made with the parent/carer or the emergency contact/s by 3:45 p.m., the child will be placed in the After School Club and a charge made to the parents via ParentPay.
6. If school has not been able to make contact with parents/carers by 4:20pm, school will contact the Children's Social Care and non-emergency police to explain the situation.
7. We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carer and who has given permission.

Where children arrive late or are collected late from school on a regular basis, the school may make a referral to the Education Welfare Service.

Missing Child

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- Office staff will contact parents.
- After 10 minutes the police will be informed.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- The Headteacher or in her absence, the Deputy Headteacher will liaise with the police and the child's parent or carer.
- Following the incident, there will be a full review of school collection procedures and reported to the Governing Body.

Equal opportunities

St Mary's School prides itself in providing equal opportunities for all members of its family regardless of disability, religion, sexual orientation, culture, gender, ethnic origin, colour or age. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.

This policy was adopted by: St Mary's C.E. Primary School, Davyhulme	Date: September 2024
To be reviewed: September 2026	Signed: