



ROSEBROOK PRIMARY SCHOOL

Arrival & Collection Policy

Approved by Governors :	Oct 2019
Next Review Date:	Oct 2022

Purpose

The purpose of this policy is to ensure the safeguarding of all pupils at Rosebrook Primary School. It is essential that the school has vigorous safeguarding procedures in place for the safe arrival and collection of all pupils, and guidance for parents in the event of them being late or unable to collect their child.

Aims

- To keep all pupils safe.
- To ensure that all members of the school are aware of the correct procedures for the beginning and end of the school day.
- To highlight the importance of parents and carers maintaining clear lines of communication and up-to-date contact details with school.

Beginning of the School Day

It is essential that pupils at Rosebrook Primary School feel safe on their way to school. It is therefore school policy that all pupils in EYFS (Nursery & Reception) and Key Stage 1 (Years 1 & 2) are brought to school by an appropriate adult and supervised at all times whilst in the school playground. Pupils should then be handed over to their Class Teacher/Teaching Assistant when the pod doors open at the beginning of the day.

We appreciate that some pupils in Key Stage 2 desire a level of independence and therefore understand that those in Years 3, 4, 5 & 6 may come to school alone. This is at the discretion of parents and carers and requires parents/carers to provide written consent for their child to do so.

End of the School Day

At Rosebrook Primary School we have clear procedures in place in order to ensure the safety of all pupils leaving the school premises. Procedures are as follows:

Early Years Foundation Stage and Key Stage 1

- All pupils in nursery are to be collected at the following times:
 - Morning sessions- 11:50am
 - Afternoon sessions- 15:30pm
- All pupils in nursery, reception and key stage 1 must be collected by an **identified** adult as stated on their collection sheet.
- Parents and carers of nursery pupils are requested to wait outside the nursery entrance outer door and wait for staff to release the children.
- All pupils in Reception and Key Stage 1 classes must be collected at 3pm by an appropriate **identified** adult from the pod doors.
- Parents/carers of Reception class children should line up at the external classroom doors. Staff will then call pupils names upon confirming the adult collecting. Children will then exit the classroom door and be released to the appropriate adult.

- Parents and carers should inform the appropriate school staff of any changes to the collection arrangement e.g. change of adult permitted to collect, any delay in collecting pupil on time. Parents and carers should either contact the main school office on 01642 677985 and/or inform Class Teacher/Teaching Assistant at the earliest possible opportunity.
- EYFS pupils will not be released to anyone other than those identified on their collection list and/or named adults given permission to collect by parents or carers. Key stage 1 pupils will not be released to anyone other than those identified by parents or carers as having permission to do so prior to collection.
- If an unknown adult arrives to collect a pupil, school staff have a duty of care to clarify their permission to collect and will therefore contact parent or carer to confirm. Procedures are in place in the event that no contact can be made with a parent or carer.

Staff at Rosebrook Primary School are aware that they must not release to an identified adult without first confirming with parent or carer. This includes parents and carers of other children attending our school.

Key Stage 2- Years 3, 4, 5 & 6

- Children in Key Stage 2 finish the school day at 3pm. Children in Years 3,4,5 and 6 may walk home on their own. Permission must have been indicated to the Class Teacher or Teaching Assistant by parent or carer.
- Class Teachers and Teaching Assistants are aware of the children within their classroom who have been given permission via parents or carers to walk home and those who are collected by an adult.

ASD Hub

- Pupils are collected from the hub entrance by parents and carers. Staff are familiar with the adults collecting children and will release them on an individual basis.
- Pupils within the hub who require special transport are collected by the appropriate member of staff and leave school using the main entrance with a member of transport.
- Staff in the Hub are aware of, and adhere to, the procedures in place for EYFS & Key Stage 1.

After School Provision

At Rosebrook Primary School we provide a number of after school activities for Key Stage 1 & 2 pupils. These have varied finishing times. Pupils are taken to the main entrance, where parents and carers gather to collect their children. The member of staff running the activity is responsible for releasing the pupils individually to parents and carers.

Procedures for non-collection of children

- Children not collected at the pod doors on time will be brought to the main reception by the Teaching Assistant or Teacher for contact to be made with parent or carer. Pupils will remain supervised at all times. If the pupil(s) remain uncollected for a period of time, they

will then be taken back to the classroom with the member of staff to be collected from there.

- Class Teacher or Teaching Assistant will check with the office staff whether the parent or carer has telephoned and left instructions or an estimated time of arrival.
- If no contact has been made by the parent or carer, the office staff will attempt to contact both parents/carers and ALL emergency contacts by telephone. They will continue to do so until successful.
- Children will not be allowed to go home with other pupils and/or other parents or carers unless agreed with the parent or carer of the uncollected child.
- Designated Safeguarding Leads Mrs Vicky Green and Mrs Conlin are to be informed should any child remain in school uncollected in order for appropriate action to be taken. This may include a referral being made to the children’s hub (social care).

Guidance for parents and carers

We understand that at times there are unexpected events. However, as a parent or carer, it is your responsibility to ensure that your child is collected at the end of the school day on time. Please ensure that the school has up-to-date telephone numbers to contact you in an emergency.

- If you are unexpectedly delayed, are unable to collect your child and therefore require another adult to do so or will be late collecting your child from school, please contact the school office immediately on **01642 677985**.
- If you or an identified adult has not arrived to collect the child/children after a significant amount of time, further advice will be sought from ‘The Children’s Hub’ in order to ensure the child/children are appropriately safeguarded.

Review Date	Changes made	Ratification Date by Governing Body
28.9.17	Changes to Reception children exiting via another entrance	N/A
1.1.18	Amended name of DSL	N/A
25.9.19	Amendments made to policy- Removal of collection from the hut, removal of collection of Reception children from the main reception area door/gate.	

