

Coleham Primary School



Safe Arrival and Collection Procedures for pupils

Date: January 2019



Coleham Primary School Policy

Introduction

At Coleham the children's safety is of paramount importance. The school will ensure that clear and robust procedures for delivery and collection of pupils are in place, that they are regularly reviewed and clearly shared with staff, parents, carers and pupils.

The beginning and end of the school day is a busy time for such a large school, and our aim is to ensure all children arrive promptly and safely and are dismissed carefully under supervision, collected on time and arrive home safely.

The aim of these procedures is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children arriving and leaving the school premises.

Arriving at School 'Drop Off'

Start Times

The school day starts at 8:50am for all children. Pupils should be in class, ready for registration at 8:50am so that lessons can begin at 9:00am.

Breakfast club

Breakfast Club runs from 7:40 to 8:40am for those children booked in advance. Children are buzzed in at the main gate and received by staff. We expect all KS1 children to be escorted by their parents into the building and signed in on arrival.

Arriving At School

It is the parent/carers responsibility to ensure that their children arrive to school safely and on time. Parents/carers may decide that their children are able to walk to school without an adult. This is at the parent's discretion. Where we have any concerns about children arriving at school, we will contact the parent to discuss this.

School Opening times

The Caretaker unlocks the school gates at 8:30am. Children should be supervised by an adult before this time and not left outside the school gates as we cannot be responsible for their safety and wellbeing.

From 8:30am there will be members of staff present to supervise the children and parent drop off. The Headteacher will usually be at the front of school to welcome families and hear any concerns.

The school doors will open at 8:40am. The children have from 8.40 to 8.50am to enter school at their designated entrance, store their belongings and go to class for prompt registration at 8:50am.

Pupil Entrances

Class	Entrance Doors	Staffing
Reception Children	Reception building main door	TA will take parent messages outside the building.
Year 1	Year 1 classroom outside green fire doors	Teachers welcomes children inside
Class 2X	2X classroom outside fire door (KS1 playground)	Teacher welcomes children inside

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Class 2Y	KS1 outside double doors (to the front of school signed posted Pupil entrance)	TA to welcome children inside and take parent messages.
Year 3 & 4	Side door by kitchen (KS2 playground)	TA to welcome children inside and take parent messages.
Year 5 & 6	KS2 outside double doors (to the front of school signed posted Pupil entrance)	TA to welcome children inside and take parent messages.

For security and safeguarding the pupil entrance doors will shut at 8:50am and the school gates will be locked at 9:00am. Only signed in visitors can gain access to the premises.

Late Arrivals

Pupils arriving after 8:50am will need to enter school through the main doors and report to the school office to ensure they are marked in the register and inform staff if they are school dinners or sandwiches. Pupils will be logged into the school late book from 8:55am and officially marked as late on the electronic register. The Local Authority School Welfare Officer will review both the late book and official registers termly. Office staff will walk children to their classrooms if required.

Absence

For children's illness, parents should phone the main school number and press 1 to report the absence and reason for this, preferably by 10:00am. It is important this is done as early as possible so the school office can account for all children and be assured of the child's whereabouts.

Following prompt return and collation of the registers, reception staff will listen to the absence messages. Where a child is absent and no message has been received from the family, staff will contact parents to confirm whereabouts and enable the correct mark to be placed on the register.

IMPORTANT-School expects parents to make contact for each day of the child's absence.

Where a child is absent for a number of days with no communication from the family, the school will consider the circumstances and follow advice from the Local Authority Welfare Officer to ensure the child's safety and whereabouts. School may be obligated to make a home visit, contact the police or request that the Education Welfare Officer make a home visit.

School Car Park

Please note that the school car park is for staff only. Parents should not use the car park.

Park and Stride Scheme

School has a Park and Stride scheme in operation with St. Julian Friar's and Asda's car parks, allowing those displaying a school's parking permit on their dashboard to park for up to 30 minutes at no charge at drop-off and collection times. Permits are available at the School Office. Parents should park considerately in the local area (i.e. not blocking residents paths and driveways).

School Collection 'Pick UP'

End Times

The school day ends for Reception and KS1 children (years 1 and 2) at 3:00pm and 3:10pm for KS2 children.

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For any children leaving during the school day they must be signed out in the logbook at the School Office by staff.

Gates

The Caretaker will open the school gates at 2:50pm. The side gates will be locked at 3.30pm prompt every day, to ensure the safety of children attending our after school clubs. To facilitate this, Parents should collect their children and clear the site by 3:30pm please.

Pupil Exits

Class teachers will release their children as per the details below and be available to talk to parents.

Class	Exit	Policy
Reception 3:00pm	Reception Classrooms	Robust Collection Arrangements (See below)
Year 1 & 2Y 3:00pm	Classroom Fire doors	Teacher releases children one by one from classroom fire doors to a known individual. (Familiar to the child and/or teacher)
2X 3:10pm	Side door Corner of KS1 playground	Teacher takes class outside via side door and releases to known individual. (Familiar to the child and/or teacher)
Year 3 3:10pm	Side door Corner of KS1 playground	Teacher takes class outside via side door, adult supervision until all children have left.
Year 4 3:10pm	Side door KS2 playground (by Kitchen)	Teacher takes class outside via Kitchen side door, adult supervision until all children have left.
Year 5 3:10pm	Side door KS2 Playground (by Kitchen)	Teacher takes class outside via Kitchen side door, outside supervision until all children have left. May walk home alone/independently under parental instructions. See Appendix A.
Year 6 3:10pm	Children leave via front double doors.	Children leave their classrooms independently and exit through the front double doors. May walk home alone/independently under parental instruction. See Appendix A.
Extra-Curricular Clubs	Main entrance foyer or outside side gates by KS2 building.	All children attending clubs must be collected by an adult and will be released to a known individual by the club Leader. Children booked into clubs must attend these unless we have heard from the parents directly.

Reception Children Collection Arrangements

Given the age of the children and school's new relationship with the children and families, separate robust collection arrangements exist for reception children. We require a person with parental responsibility to collect their child or inform us each time that a different person is due to collect their children.

For set childcare arrangements families may have, they can provide the details of who will be collecting their child each day on a proforma which staff will observe when releasing the children. For any other pick up, where parents are not collecting, we require parents to inform us daily via a message to the TA outside in the morning or a telephone call to the school office. We will not release children without this parental permission even if staff and children know the family members that have arrived. We ask parents to explain this procedure to family members so they may wait patiently, if we need to contact the parents before releasing the child.

Key Stage 1 Collection Arrangements (Year 1, 2)

Once children reach Year 1 and beyond, class teachers will release children to a known adult. This may be a person who is known to the school and/or a person that the child knows well and is comfortable to go home with. There is no requirement for parents to contact school to let us know that a family member or friend will be collecting their child. Class teachers will always supervise children, until the last child has left and they are available to talk to parents at the end of the day. If for any reason, a teacher feels uncomfortable releasing a child to the individual that has arrived to collect, they will of course seek clarification by contacting the parents. The safety of the children is paramount and staff will use their professional judgement if they feel they should take that extra precaution.

Key Stage 2 Collection Arrangements (Year 3, 4, 5 & 6)

Year 3, 4 and 5 Class teachers will take their class outside, supervise until the children have left and be available to parents. To prepare Year 6 children for secondary school, they will leave their classrooms and school premises independently at the end of the school day. Children know they may return to their classroom and Class teacher if they have any problems.

Late Collection of a child.

Parents should collect their children promptly at 3:00pm for Reception and KS1 children (years 1 and 2) and 3:10pm for KS2 children. Sometimes, in exceptional circumstances, a child may not be collected on time. Parents should contact the school office as soon as possible to notify us if they will be late.

Where Parents are late collecting their children, the children will either stay with their Class Teacher (Reception and Year 1 children) or be brought back inside the school building to safely wait at the table outside the Year 3 Classrooms. Children will be supervised by an adult until they are collected. (If a teacher is concerned about the number of occasions a parent is late to collect their child, they will pass this onto the Pastoral Care Team and Education Welfare Officer)

Children walking home

Parents of children in Year 5 and 6 may understandably wish to encourage independence prior to their children going to Secondary School and allow their child to travel (walk or cycle) home alone, or with a friend. Should this be the case we ask that the school is informed in writing using the school's standard 'Walking Home' proforma (see Appendix A). We will send out the 'Walking Home' slips at the beginning of Year 5 and 6 and parents/carers can request them from the school office at any point during the school year. **IMPORTANT-** Please note that this is for our Information Only.

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It is the parent's responsibility to ensure their child understands their parent's wishes regarding the end of the school day and how they get home. Whilst it is useful for school to have a record of those children who can walk home independently, this is for information only. We cannot physically check each year 5 and 6 pupil leaving and we expect these older children to be responsible and walk straight home or wait to be collected in accordance with their parent's instructions.

For children's safety when travelling to and from school, Year 5 and 6 pupils are allowed to bring mobile phones to school, although they must be handed in to their teacher during the day and their parents/carers must complete the mobile phone agreement, which will be handed out at the beginning of the school year or can be requested from the school office at any time. Please see separate Mobile Phone Policy on our website.

Please note that for the children's safety we require ALL children to be collected from After School Clubs including Year 5 and 6 children.

After School Club

After School Club closes at 6:00pm prompt. Staff are only contracted to work until 6:00pm and the school building will be locked by the Senior Leader on duty so it is essential that children are collected from After School Club by no later than 6:00pm. Parents should enter the main reception foyer and telephone the After School Club mobile for their children to be brought to them. We ask that adults sign out their children when collecting them.

Non-Collection of a Child

We have separate procedures for Missing Children and Non-Collection of a child. Where children are not collected, they will be supervised by a member of staff and the three emergency contacts on record will be contacted in priority order.

Winter Weather Arrangements

At Coleham Primary School, we always try to keep school open whenever possible. Parents should always assume school is open as normal in the event of wintry weather unless you hear otherwise directly from the school or via the Shropshire Council School Closure List.

In the very rare situation that weather is so severe that it prevents school from opening or requires us to consider early closure, we will:

- Contact parents directly via the school email service.
- Update the School Website with an Urgent News item.
- Inform Shropshire Council to update the county-wide School Closure List which can be accessed via this internet link: <http://new.shropshire.gov.uk/school-closures>

In the event of adverse weather we advise parents to check their emails, school website and Shropshire Council School Closure List. Please do not phone the school for information about closures as this ties up the phone lines and stops staff being able to make arrangements for the running of the school under difficult circumstances.

Appendix A

Year 5 & 6 Pupil Walking Home Slip

Walking Home alone

Parents of children in Year 5 and 6 may understandably wish to encourage independence prior to their child going to Secondary School and allow their child to travel (walk or cycle) home alone, or with a friend. Please complete this form if this is the case.

Important- this is for our Information Only. It is the parent's responsibility to ensure their child understands their parent's wishes regarding the end of the school day and how they get home. We cannot physically check each year 5 and 6 pupil leaving and we expect these older children to be responsible and walk straight home or wait to be collected in accordance with their parent's instructions.

Name of pupil:

Class:

Parent Signature:

For information only: I wish to inform you that I have decided that my child is able to walk home alone at the end of the school day.

You do not need to return this if your child will remain being collected at the end of the day.

