



Collection of Children Policy

An attendance register is kept of all children attending school each day.

A member of staff is present at the door during the children's arrival and departure. Children are always handed over individually to an adult.

After School Procedure

At the end of the day/session each child must be collected from school by the nominated person (over the age of 16 years) as detailed in the child's admission form. With the exception of year 6 children, if parents have given signed permission for them to walk home alone.

If for any reason the nominated person is unable to collect a child, the class teacher must be informed and provided with the name, address, contact number and the relationship to the child of the new person collecting the child, (as per the information provided on the data collection form).

If a parent needs to phone the school during the day to inform the teacher that a different person will be collecting the child they will give the full name of the person. The teacher will then ask the person collecting the child to identify themselves before the child is handed over.

Reception

The school day ends at 3.15pm. Doors in Reception open 5 minutes earlier in order to enable parents to pick up younger children first before collecting older siblings from the playgrounds.

Nursery

The Nursery sessions end at 11.45 and 3.30. The Nursery door has an added security gate. Children are dismissed one at a time and the gate is closed after each child leaves. The member of staff at the door is only responsible for the children's safety. If parents wish to speak they are asked to come into class to speak to another member of staff.

If a child is not collected at the end of the day staff will contact the emergency numbers on the child's admission form, of which there should be at least three. The child will be supervised by at least two members of staff, one of whom will be appropriate to the child's age. If the child is still not collected the Headteacher will be informed and Social Services will have to be called if there has not been any contact from any family member by the time the school office closes. Messages will be left on any phone numbers we have for parents to inform them what has happened.