



## Policy for the Arrival and Collection of Children

**September 2022**

Our school has the highest regard for the safety of the children in our care – from the moment they arrive, to the moment they depart at the end of the school day.

We are a Rights Respecting school and whilst on-site, we ask that everyone respects each other and the environment. We kindly ask, for the safety and wellbeing of everyone, that you don't bring pets on-site and refrain from smoking or vaping when on school premises.

### The Start of the School Day

Please see below for timings; many members of staff are on duty, should you need them.

	Gates Open	Classroom Doors Open	School Starts	Registers Close
<b>Gascoigne Road</b>	8:40am	8:50am	9:00am	9:05am
<b>The Shaftesburys</b>	8:30am	8:40am	8:50am	8:55am
<b>Horizon 360</b>	8:40am	8:50am	9:00am	9:15am
<b>Nursery</b>	8:30am	8:30am	8:30am	8:55am

All teachers are in their areas ready to receive children 10 minutes before the start of the school day. It is important they register the children so there is a prompt start to learning, they will not be available to address parental queries at this time.

There is a Breakfast Club on our Gascoigne Road site which starts at 7:30am available for all Gascoigne pupils; our Breakfast Club is run by Bright Futures:

Email: [bright.futures@tiscali.co.uk](mailto:bright.futures@tiscali.co.uk) Phone: [07956 601491](tel:07956601491)

Children attending Breakfast Club will be taken to their classroom by Bright Futures staff.

Punctuality and good morning routines are essential for a good start to your child's day of learning.

If your child is absent from school, parents/carers/legal guardians are required to inform the school as soon as possible on the first day of absence so that the school is fully informed as to why your child is not present at school.

### The End of the School Day

	Gates Open	School Ends	Gates Closed
<b>Gascoigne Road</b>	3:20pm	3:30pm	3:45pm
<b>The Shaftesburys</b>	3:10pm	3:20pm	3:35pm
<b>Horizon 360</b>	Via the office	2:45pm	N/A
<b>Nursery</b>	3:10pm	3:30pm	3:35pm

## **Dismissing Children at the End of the Day**

Under no circumstances are children allowed to leave the premises with anyone other than authorised collectors i.e. those adults specified by parents/carers or legal guardians.

If a child has a childminder, the parent must provide us with the childminder's address and phone number.

Parents must name the authorised collectors of their child at the start of the academic year. If there are any changes to these arrangements, parents must inform the school immediately either by contacting the school office or writing to the class teacher. In cases where the new "collector" is unknown to the school the school will ask for a photograph or introduction to the new "collector" to ensure they know by sight who is collecting their child. (It is the parents/carers/legal guardian's responsibility to ensure the school knows who will be picking up their child).

**The authorised collector for a pupil in EYFS, KS1 and KS2 must be an adult 18 years or older or a sibling who is 15 years or older with parents written consent and mutual agreement with the school.**

1. If anyone other than the authorised collector is collecting, permission must be given by the methods stated above. This includes children being taken to parties by other children's parents etc.
2. If there is a request for a specific person not to be allowed to collect a child (e.g. in child protection or custody cases) written instructions must be provided to the school by the parents/carers or legal guardians so the school is fully informed and copies of documentation would be requested, for the child's file. The school will request a photograph of this person.
3. If in an emergency, a parent phones the office and asks for an unauthorised collector to collect the child that day, the school will ask the parent the child's date of birth and also ask the parent for a password as a security measure. If the collector is unknown to the school, the collector will be required to pick the child up from the class teacher after stating the password.
4. It is the parents/carers/legal guardian's responsibility to ensure the safe collection of their child (at 3:20pm / 3:30pm the end of the school day) by providing the school with the correct and up to date information. If there is any doubt about the collection of a child at the end of the school day in EYFS, Key Stage One or Key Stage Two the class teacher or member of staff in charge of the children is to investigate immediately including phoning all emergency contacts or taking advice from senior members of staff.
5. If no-one arrives to collect a child and the parent cannot be contacted within half an hour of the end of the school day, *the school will contact Social Services to inform them we have an uncollected child on the premises.*
6. Please ensure that if there are any changes to your child's collection arrangements, that the class teacher is informed.
7. Please ensure that the school has up-to-date contact details. These could be updated throughout the year, via the school office.

## **Children Not Collected and Safeguarding**

1. The children are dismissed at the end of the school day by their class teachers or member of staff responsible for them. The children are released once the teacher has seen the authorised adult or a sibling 15 years or older. If by 3:35pm (The Shaftesburys) or 3:45pm (Gascoigne Road) an authorised adult is not at school to collect the child, they will

be taken to the Late Room and every attempt to contact the legal guardian/s of the child in order to facilitate safe collection will be made. During that time the child will be under the supervision of school staff and therefore safe.

*If we are unable to make contact with the authorised “collector”/ legal guardians after half an hour we will contact Social Services to inform them, we have an uncollected child on the premises.*

2. If in an emergency, a parent phones and asks for an unauthorised collector to collect their child that day, the school will ask the parent the child's date of birth. In the case where the “collector” is unknown to the school and child the school will ask that the child is picked up from the school office and the appropriate security question will be asked.
3. If there is a request for a specific person not to be allowed to collect a child (e.g. in child protection or custody cases) written instructions must be provided to the school by the parents/carers or legal guardians so the school is fully informed. The school will request a photograph of this person and documentary evidence.
4. In the case of school sporting events / visits etc. it is parents/carers/legal guardian's responsibility to inform the school who will be picking up their child if it is someone other than the authorised collector.
5. If the class teacher has concerns about the adult, they are handing the child over to, they will consult with a member of the safeguarding team before handing over the child.
6. On occasions, the school is requested not to dismiss children to parents/carers at the end of the day, whilst safeguarding concerns are looked into. Parents/Carers will be kept informed.
7. We request that parents do not park outside the school, or stop and drop off their child outside the school; this is extremely dangerous and puts lives at risk.
8. Rather than drive to school, if you live within walking distance, please walk, cycle or encourage your child to ride their scooter to school. This is a much healthier option and reduces the pollution and traffic congestion around the school.
9. We would appreciate it if you would put your mobile phone away and greet your child with a smile and ask them how their day was.

### **Years Five and Six Only**

It is the parent's prerogative to make a decision that their child should walk home alone, *this must be put in writing addressed to the class teacher*. Again, the school must be kept up to date with this information and parents need to understand that they are then responsible for ensuring their child is familiar with the route home. This is by mutual agreement with the school, if there are concerns regarding risks of the child's wellbeing or safety, the school will insist that the child is handed over to an adult.

### **After School Club – Bright Futures**

Bright Futures also provide our After-School Provision, they collect children from class and take them straight to the Dining Hall. They are available until 6pm. If you require this provision, please contact Bright Futures directly; details are at the beginning of this document.

If you should need to discuss this procedure further, then please contact the school office:  
[office@gascoigne.co.uk](mailto:office@gascoigne.co.uk)