

Griffin Park CP School



Procedures for the Arrival and collection of children

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.

Arrival/Departure times Foundation Stage

Morning: Doors are open at 8.45am – the children need to be in class for registration at this time. The school day officially ends at 3.15pm and staff are on duty until 3.30pm. The afternoon Nursery session starts at 12.10. Morning Nursery ends at 11.50.

Arrival/Departure times Key stage One and Key Stage Two

8.40am – the children need to be in class for registration at 8.45am – members of staff are on duty from 8.40am and ready to receive children in their class areas at 8.45am (8.40 if the weather is bad). The school day officially ends at 3.15pm for Key Stage 1 and 3.30pm for Key Stage 2. Staff are on duty until 3.40pm.

Foundation Stage and Key Stage One

Foundation Stage:

Reception and Nursery children can be collected from 3pm in order to stagger their leaving times. Parents are asked to make their way to the door up the respective ramps and a member of staff will release the children one by one. Parents are asked to be patient during this time so we can guarantee the safety of your children.

1. UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED OFF THE PREMISES WITH ANYONE OTHER THAN AUTHORISED COLLECTORS i.e. THOSE SPECIFIED BY PARENTS/CARERS OR LEGAL GUARDIANS. Children under the age of 16 are not allowed to collect children as we would be handing over the responsibility of your child to a minor.

2. Parents must name the authorised collectors of their child before the child starts school. If there are any changes to these arrangements, parents need to inform the school immediately either by contacting the school office, or writing to the class teacher in the home/school link book. 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 it 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.)

3. If anyone other than 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.

4. If there is 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.

5. If in an emergency, a parent phones 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 collector as a security measure. If the collector is unknown to the school, the collector will be required to pick the child up from the school office.

6. It is the parents/carers/legal guardian's responsibility to ensure the safe collection of their children (at the end of the school day) by facilitating 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 Foundation Stage or Key Stage One the class teacher or member of staff in charge of the children is to investigate immediately including phoning all emergency contacts.

7. If no-one arrives to collect a child and the parent cannot be contacted within 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.

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.

Key stage Two

By the time the children move to Key stage Two the school encourages the children to be independent in terms of arrival and collection from school, this arrangement is also in place to support our working parents/carers/legal guardians and those who wish their children to walk home unaccompanied.

Years Three and Four (transition from procedures in Key stage one to Key stage two)

1. The children are seen off the premises at the end of the school day (3.30pm) by their class teachers or member of staff responsible for them. The children are released with the knowledge that if there is no known adult waiting to collect them, they are to return into school, either to the class teacher or the main school office, where there will be members of staff available to support them. At this point the school will make every attempt to contact the legal guardian/s of the children in order to facilitate safe collection for example phoning emergency contacts. During that time the children will be under the supervision of school staff and therefore safe. If we are unable to make contact with the authorised "collector"/ legal guardians by 5pm 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.

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.

Years five and six

1. A number of the children in these age groups elect to walk home with their friends and parents/carers/guardians have given permission for this to take place. Again the school must be kept up to date with this information and parents need to understand that they are then responsible for the safe departure of the children from school in this situation. However, every attempt is made to work with parents for the safe collection of their children after school and the same procedures apply as above in all cases of an uncollected child or change of authorised collector, if those procedures are still in place at the request of parents/carers/legal guardians.

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.

Periodically the school will request updates from parents regarding all issues of safety, be they contact details, collection details or medical information. These requests appear in school newsletters or separate information letters to parents. At all times the responsibility remains with the parents/carers/legal guardians to keep the school informed of any changes to arrival, collection or other procedures.

Updated by Catherine Clayton-Young

02.11.21

Approved by Governors: