

Pupil Collection Procedures

The following procedures should be followed when a child is collected from school during the school day:

- Parent contacts the school office as soon as possible to inform us that they need to collect their child. A time must be given, along with a valid reason.
- A message is sent to the child's class teacher to let them know.
- When the parent arrives to collect, the school office will telephone the class to ask for the child to come to the school office. In EYFS and KS1, the child must be escorted by a member of staff.
- The parent must complete the pupil signing in and out register.
- The school office will enter the relevant code on the SIMS register if the child is not in school at the next registration time. The code will depend on the reason and the child's attendance record.

The following procedures should be followed at home time:

- At the start of the year a letter will be sent to all parents of children in Years 5 and 6 with a permission slip attached. This must be completed if they wish their child to walk home of their own.
- Children in EYFS, KS1 and Year 3 are not allowed to walk home without an adult.
- Children in Year 4 may only walk home on their own if their parent has met with Mrs Haken or Mrs McGarry and they have agreed this. If it is felt that the child would be unsafe, we will not agree to this.
- A list will be compiled to show which children have permission to walk home on their own as well as those children who may go to another class to be collected (in the case of siblings, for example).
- This list will be kept by the school office. Class teachers to make a list of children in their class and make it accessible to anyone who may be releasing the children at the end of the day.
- All teachers will ensure there is a member of staff at the class door at the end of the day.
- The member of staff will only let children leave the class when they can see the child's parent or adult who is collecting.
- Children should not be allowed to go home with another adult unless the parent has informed the school beforehand. This adult must be known to the child and must be given a password to use when collecting (it is the parent's responsibility to inform the school of this).
- Children may be collected by an older sibling who is over the age of 14 years.
- Children who walk home on their own can be allowed to leave, providing the member of staff sees them out of the door.
- If a child is not collected, they should be brought to the school office / reception area to wait. A member of staff (Learning mentor or SMT) will be here to ensure they are collected safely.
- A telephone call will be made to the parent if the child is not collected by 3:20pm.

If a child is attending an after school club (including Children's Club):

- Children in EYFS and KS1 should be escorted (or collected) from their classroom to the correct place.
- Children in KS2 should be seen from the internal class door to ensure they have left.
- A register of all children in a club should be taken and any children missing should be recorded.
- If a child is missing from the club, a message must be sent or a member of staff should inform the office who will make the necessary checks to see where the child is (search of the school, speaking to class teacher, calling parent)
- At the end of the club, an adult must collect their child from the designated place. No child is allowed to walk home from a club without prior permission from the parent (see above).