



Kibworth CE Primary School

Let Your Light Shine

Safe Arrival and Collection Procedures for pupils

Date: October 2020

Covid amendments in red

Introduction

At Kibworth C of E Primary School, 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 8:55am for all children. Pupils should be in class, ready for registration at 8:55am so that lessons can begin promptly. (Covid amendment 8:40 – 8:55 – see Parent Handbook)

Tiger club

Tiger Club runs from 7:30 to 8:45am for those children booked in advance. All children attending the club must be signed in on arrival by their parents.

Arriving at School

It is the parent/carers responsibility to ensure that their children arrive at school safely and on time. Parents/carers may decide that children in Upper Key Stage 2, Years 5 & 6, 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. (All adults should wear a mask when on schoolgrounds)

School Opening times

The school gates will be open at 8:40am. 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 8:40am there will be members of staff present to supervise the drop off. (Welcome children at the gates) The Headteacher will usually be at the front of school to welcome families.

The school doors will open at 8:45am. (8:40) The children have from 8.45 to 8.55am (8:40 – 9:00) to enter school at their designated entrance, store their belongings and go to class for prompt registration at 8:55am. (9:00)

Pupil Entrances

Class	Entrance	Drop off
Foundation Children	Enter the Foundation Playground via the Tithings (only) or Tiger Club entrance.	Teachers will welcome children in the playground.
Year 1 & 2	Enter the Playground via the Tithings (only) or Tiger Club entrance.	Teachers will welcome children at the Y2 or Year 1 playground entrance.

Class 1RT & 2W	Directly from car park via Main or Tithings entrance	Teachers will welcome children in the classroom.
Year 3, 4, 5 & 6	Main Gate or the Tin Bridge Gate	Children walk to their individual classroom entrances
Please note that the path at the back of the Year 3 classrooms, adjacent to the park is not open.		

The school gates will be locked at 9:00am. Only signed in visitors can gain access to the premises.

Late Arrivals

Pupils arriving after 8:55am (9:00) 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 would like school dinners or sandwiches. Pupils arriving after 9:00am and officially marked as late on the electronic register. The Education Welfare Officer will review both the late book and official registers. Office staff will walk children to their classrooms if required.

School Car Park

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

School Collection 'Pick UP'

End Times

The school day ends for Foundation at 3:10pm and 3:15pm (3:00 – 3:15) for KS1 and KS2 children. Any children leaving during the school day must be signed out in the logbook at the School Office by staff.

Gates

The school gates will open at 2:55pm. The 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
Foundation 3:10pm	Foundation Unit door into Foundation Playground	Robust Collection Arrangements (See below)
Year 1 & 2 3:15pm	Year 1 and Year 2 collection points. 2W and 1RT from classroom doors	Robust Collection Arrangements (See below)
Year 3, 4,5 & 6 3:15pm	Tin bridge gate or main gate 3&6 – Tin bridge gate 4&5 – Main Gate	Teacher takes class outside via external door, adult supervision until all children have left. Children in Years 5 & 6 may walk home alone/independently under parental instruction. See Appendix A.
Extra-Curricular Clubs 4:30pm	Hall door exit (Main playground gates)	All children attending clubs must be collected by an adult and will be released to a known individual by the Club Leaders. Children booked into clubs must attend these unless we have been directly informed by parents.

Foundation & Key Stage One Children Collection Arrangements

We require a person with parental responsibility to collect their child or inform us, using the school proforma or a phonecall to the office, whenever they nominate another adult to collect their child.

For any other pick up, where those with parental responsibility are not collecting, we require parents to inform us via the school pro forma 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.

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.

Collection by childcare providers

Where parents have made alternative arrangements with local childminders or wrap around care providers, they must provide the details of who will be collecting their child on a proforma which staff will observe when releasing the children. Additionally, we ask wrap around care providers to provide the school with an up-to-date list of children they are collecting from school.

Please help us by making sure you send an updated proforma into school whenever you make changes to your childcare arrangements.

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

Year 3, 4, 5 & 6 Senior Leaders and Class teachers will release children from the main or Tin Bridge gates.

Children walking home

Parents of children in Year 5 & 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). 'Walking Home' slips can be requested them from the school office at any point during the school year.

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. All children who are recorded as having permission to walk home will be issued with a pass which they must show when they exit the classroom.

For children's safety when travelling to and from school, Year 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 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 so it is essential that children are collected from After School Club by no later than 6:00pm. We ask that adults sign out their children when collecting them.

Late Collection of a child.

Parents should collect their children promptly at 3:10pm for Foundation and 3:15 for KS1 children and 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 or be taken to safely wait at the school office. 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 Wellbeing Team and Education Welfare Officer)

Non-Collection of a Child

In the event that a child is not collected by an authorised adult, our staff will ensure that the child receives a high standard of care in order to cause as little distress as possible.

- If parents are unavoidably delayed, they will be reassured that their children will be properly cared for.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they must inform the school so that this can be recorded.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they must provide the school with the name, address and telephone number of the person who will be collecting their child. We will agree with parents how to verify the identity of the person who is to collect their child.

If a child is not collected at the end of the day, our staff will follow the following procedures: -

- We will contact, by phone, all those who are listed as contacts
- If there is no answer a message is left
- The child will not leave the premises with anyone other than those named on the contact sheet unless there has been a specific arrangement made with a parent / carer
- Children will remain at the main school office until 3:30pm
- If there is space available children will be placed in the Tiger Club if they have not been collected by 3:30pm. A charge will be made.
- If no-one collects the child after one hour (or earlier if there is a reason for this) and there is no-one who can be contacted to collect the child, we will apply the procedures for uncollected children. The Child Protection team at the Local Authority will be consulted.
- If the child has a social worker who has not been contactable, then Social Care First Response will be contacted.
- If arrangement for collection of the child have still have not been made, then the Police must be contacted.
- The child will stay at the setting in the care of two members of staff until the child is safely collected either by the parents, nominated carer (not EYFS) or by a social worker
- Children's Services will aim to find the parent or relative.
- If they are unable to do so, the child will be admitted into the care of the local authority. Staff will not go to look for the parent or give the child a lift home.
- A full written report of the incident is recorded in the child's file.