



**Kibworth CE**  
Primary School  
Let Your Light Shine

# Kibworth CE Primary School Safe Arrival and Collection Policy

This policy was approved as follows:

<b>Approver:</b>	Advisory Board	<b>Date:</b>	December 2024
<b>Adopted:</b>	Advisory Board	<b>Date:</b>	December 2024
<b>School owner:</b>	Headteacher	<b>Version:</b>	2.0
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		<b>Next review date:</b>	December 2026

## Document History

Version	Version Date	Author	Summary of Changes
<b>V1.0</b>	October 2022	Danielle Marks	Policy updated
<b>V2.0</b>	October 2023	Danielle Marks	Policy Reviewed
<b>V3.0</b>	October 2024	Danielle Marks	New policy prepared to reflect and inform the school community of minor changes to how pupils should arrive at school and be collected from school alongside changes now Tiger Club is located in the School Hall.

## Introduction

At Kibworth CE 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. Gates open at 8:40 am and children can arrive at school from 8:40 am to be in class no later than 8:55 am.

#### Tiger Club - WAC club

Tiger Club runs from 7:30 to 8:40am for those children booked in advance. All children attending the club must be checked in on arrival by Tiger Club staff.

#### 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.

#### 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. The Senior Leadership Team, including the Headteacher, will usually be performing gate duties to welcome families.

Classroom doors open at 8:40am. The children have from 8.40am to 8.55am to enter school at their designated entrance, store their belongings and go to class for prompt registration at 8:55am.

#### Pupil Entrances and Exits

Class	Entrance	Drop off	Collection
Foundation Children	Enter the Foundation Stage	Teachers will welcome children in the playground.	Parents / Carers to collect children from the Foundation Stage playground.
Year 1 & 2	Enter the Playground	Teachers will welcome children at the classroom doors.	Parents / Carers to collect children from the classroom doors.

<b>Classes 1TW &amp; 2E</b>	<b>Directly from car park via Main or Tithings entrance</b>	<b>Teachers will welcome children at the classroom doors.</b>	<b>Parents / Carers to collect children from the classroom doors.</b>
<b>Year 3, 4, 5 &amp; 6</b>	<b>Enter the Playground</b>	<b>Teachers will welcome children at the classroom doors.</b>	<b>Parents / Carers to collect children from the classroom doors.</b>  <b>Children in Y5 &amp; Y6 only with exit tickets will be dismissed by the class teacher.</b>

**The school gates will be locked at 8:55 am. Only signed in visitors can gain access to the premises.**

#### **Late Arrivals**

Pupils arriving after 8:55am will need to enter school through the main reception and report to the school office to ensure they are marked in the register and inform staff of their lunch choice. Pupils arriving after 8:55am are officially marked as late on the electronic register. Office staff will walk children to their classrooms if required. The Education Welfare Officer will review both the late book and official registers.

#### **School Car Park**

Please note that the school car park is for staff only. Parents should not use the car park between the hours of 7:30 am and 9:10am and also between 2:45pm and 6:00pm. This is for safety reasons during these busy parts of the school day.

#### **School Collection - 'Pick UP'**

#### **End of Day Times**

For all children, the school day finishes at 3:15pm. Any children leaving during the school day must be signed out at the School Office by staff and parents / carers.

#### **Gates**

The school gates open at 3:10pm. The gates are locked at 3:25pm 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 promptly by 3:25pm. The adventure playgrounds must not be used by families before or after school.

#### **Pupil Exits**

Class teachers will release their children from classroom doors and be available briefly to talk to parents.

#### **Children with Exit Tickets**

Children in Year 5 and Year 6 are able to have an exit ticket if parents / carers give permission for their child to walk home by themselves. This must be arranged via the school office and only when the MS form has been completed can the child have their exit ticket. Exit tickets can only be provided for a whole week – we are unable to give permission for walking home alone for specific days. Children are not allowed to collect younger siblings with the exception of Y6 children walking with Y5 siblings where both have exit tickets.

### **Collection Arrangements**

A person with parental responsibility must collect their child or inform us, by phone call or email to the school office, whenever they nominate another adult to collect their child. If there are any changes to collection arrangements, we ask that parents / carers notify the school office no later than 2 pm.

We will not release children without this parental permission even if staff and children know the adult that has arrived. We ask parents to explain this procedure to family and friends 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 by email to the school office so that staff are aware 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 email the school office whenever you make changes to your childcare arrangements.**

### **Exit tickets in Years 5 and 6**

If your child is in Year 5 or 6, you may understandably wish to encourage independence, prior to children starting Secondary School, and wish to allow your child to walk home independently. You can apply for your child to have an exit ticket by emailing the school office – the office will then send you a Microsoft Form which you will need to complete before a pass can be issued.

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 (exit ticket) which they must show when they exit the classroom and the school gates.

For children's safety when travelling to and from school, Year 5 and 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.

### **Tiger Club (Wrap Around Care)**

Tiger 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 Tiger Club **no later than 5:55 pm**. Children will be signed out by Tiger Club staff.

### **Children using LCC transport**

Children who live more than two miles away from Kibworth Primary School and for whom it is their nearest mainstream primary school may be able to use transport provided by Leicestershire County Council. Please see for more details at <https://www.leicestershire.gov.uk/popular-now/mainstream-school-transport-for-5-to-16-year-olds>

Children using transport provided by the council are taken to the reception area by their taxi driver or escort. They are welcomed into school by a named member of our staff at the reception desk. At the end of the school day children wait in the long corridor and are then taken to the reception area for handover when the taxi driver or escort have arrived to collect them for their home journey.

The government expects each school to promote appropriate standards of behaviour by pupils on their journey to and from school through rewarding positive behaviour and using sanctions to address poor behaviour.

The Education and Inspections Act 2006 empowers headteachers to take action to address unacceptable behaviour even when this takes place outside the school premises and when pupils are not under the legal control of the school, but when it is reasonable to do so. In the government's view, this would include behaviour on school transport, or otherwise on the route to and from school, whether or not pupils are in school uniform.

The Council has a duty to ensure all children travel in reasonable safety and comfort. Any behaviour affecting other passengers, the public or the driver that endangers (whether intentionally or unintentionally) themselves or others may lead to transport being withdrawn from a child, either temporarily or permanently. In these circumstances, the arrangement and cost of transport will fall to the parent and it will remain the duty of the parent to ensure their children continue to attend school.

For further details and to see the LCC policy please see

<https://www.leicestershire.gov.uk/sites/default/files/field/pdf/2022/9/2/mainstream-home-to-school-transport-policy-2022-2023.pdf>

### **Late Collection of a Child.**

Parents should collect their children promptly at 3:15pm. In exceptional circumstances, parents should contact the school office as soon as possible to notify us if they will be late.

After this, the children will either stay with their Class Teacher up until 3:25 pm when they will be taken to safely wait at the school office. Children will be supervised by an adult until they are collected. If school staff are concerned about the number of occasions a parent is late to collect their child, they will pass this onto the school Senior Attendance Champion and a referral could be made to the 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 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 that the school know of
- 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 and there is no-one who can be contacted to collect the child, we will contact Social Care First Response team at the Local Authority.

- 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 we will also notify the Police.
- 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
- Social Care First Response / Police 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 parents or give the child a lift home.
- A full written report of the incident will be recorded in the child's file.