

Rectory Farm Primary School



PolicyTitle Drop Off and Collection from School Policy

Adopted: September 2023

For Review: September 2024

POLICY STATEMENT

Definitions

For the purposes of this Policy and procedures a child, young person, pupil or student is referred to as a 'child' or a 'pupil' and they are normally under 18 years of age.

Wherever the term 'parent' is used this includes any person with parental responsibility (PR) over the child concerned e.g. carers, legal guardians etc.

Introduction

In order to safeguard our pupils at Rectory Farm Primary School it is essential that the school ensures all children arrive at and leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school. This policy aims to provide clarity for safe dropping off and collection of children from Rectory Farm Primary School.

General Collection Arrangements

- Children from Reception to Year 6 are to be collected at the end of the school day from their child's class teacher or the adult supervising the class at the time. The only exception to this is if a child in Year 5 or Year 6 has written permission to walk home.
- Children must inform their teacher when their agreed adult has arrived.
- Each classroom has a list of approved adults for collection by the class door, so that children only leave with an adult that the school has consent can collect.
- Children are not to be released from school with someone if they are showing signs of distress or anxiety.
- Children are not to be released if the teacher feels that the parent is not in a fit state to ensure their child's safety. This will be immediately reported to the Designated Safeguarding Lead in school.
- In an emergency/ unplanned situation two members of staff may take a child home to their parent or legal guardian. In this case a member of SLT and the Designated Safeguarding Lead must be informed first.

Late Collection Procedure

- When a child has not been collected by home time, the child is taken to the school office.
- The school office staff will make contact with the parents by telephone.
- If parents are unavailable, the emergency contacts are called in order.

- If a parent or contacts can not be reached after multiple attempts and sending text messages, then a safeguarding referral will be made.
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with the Attendance Officer with the Local Authority.

People without direct parental responsibility collecting your child

Parents must have provided clear verbal or written permission to the school office, so that the child's electronic register can be accurately maintained, before a child is released to an adult who is on the school's approved list of adults that parents have consented to. This permission must be given with a description of the person collecting (if not already known to the school). Where possible, this person will be introduced to the class teacher in advance of the first collection.

- If any member of staff is unsure of the adult's identity, they may ask to see identification.
- If, after checking identification, there is any uncertainty about the person collecting, the member of staff should take the child to the school office and contact the parents by telephone to seek further guidance/advice and inform a member of the Senior Leadership Team.
- If the parents/carers are not contactable then the member of staff should refer to the procedures for children uncollected from school.
- Children will only be released from school to young people over the age of 18 years, including older siblings, when the teacher is satisfied that it is safe and reasonable to do so.

Children Travelling Home Independently

"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school". (Is it legal? A parent's guide to the law by the Family and Parenting Institute -June 2011).

The NSPCC advise the following:

- Children under 8 should not be outdoors for a considerable length of time unaccompanied
- Children under the age of 12 should not be home alone for more than a very short period of time

Only children in Years 5 and 6 are allowed to leave school independently to walk home provided parental consent has been given in writing. The school keeps a register of children who have permission to travel to and from school independently which is shared with the child's class teacher. Children must notify the class teacher when leaving school. The children will always be encouraged to walk home together in pairs. In extenuating circumstances or if an alternative method of transport (e.g. buses/ taxis) are required for children in Year 6 to travel home in independently, then a request must be made in writing to the Headteacher. If approved a signed parental consent form will be kept on record.

The school reserves the right to review if a child's permission to walk home should continue or whether it is more appropriate for a child to be collected. These decisions will be carried out on a case by case basis and discussed with parents/guardians.

If a child should not arrive home at the expected time the parent/carer is expected to notify the school immediately.

These permissions only apply to children leaving school at the end of the school day: any child leaving school early (e.g. for medical reasons) or leaving school later than normal home time (e.g. PTFA event) must be collected by a responsible adult.

The school reserves the right to withdraw a child's permission to walk home if their behaviour outside of school does not reflect the school rules and values.

Early Collection Procedure

Whenever pupils need to be collected before their formal dismissal time, parents/carers must provide prior notification by writing or by telephoning the school. This is to ensure that the class teacher is notified and therefore has sufficient time to distribute any homework/notices.

At the time of early collection, parents/carers must report to the school office. Parents/carers are required to sign the child out with the time that the child is being collected. Office staff will notify teachers that the parent/carer has arrived to collect the pupil. Parents/carers are kindly requested to wait in the office area for their child to arrive from the class.

Rectory Farm recognises that at times, pupils will need to attend appointments (including medical appointments) during the school day. In such cases, parents/carers are welcome to collect their child for the appointment and then return them to school during the school day. Parents are required to sign their child out of school. The office will ensure that the child is signed out of school when leaving the premises. When parents return their child to school, they must report the child's return to the school office so that the school is aware that the child has returned and is back on the school premises. The office will ensure the child is signed back into school upon their return.

Supervision in the School Grounds

Parents should note that the school does not provide a member of staff to supervise children before the classroom doors open at 8. 40am (unless the children are part of the agreed breakfast club or attending booster classes) or after 3:15pm (unless children are attending an after school club organised by the school) and therefore the welfare of children until/after that time is the responsibility of parents.

Children should not be dropped off and left on the playground unsupervised. If this happens the Family Support Worker will make contact with parents to discuss further. However, if a problem or difficulty arises and is brought to the attention of the school, the school will intervene, e.g. if a child falls and hurts themselves the school will provide medical assistance.

Children riding bicycles or scooters to school, should dismount at the school gates and walk their bike/scooter to the bike park at the front of the school. For the safety of all those on the playground, children who are riding bikes and scooters on the school grounds will be asked to dismount and walk.

Parental Responsibility

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.

Links to other policy documents

See also:

- NPAT Health and Safety Policy
- RFPS Safeguarding and Child Protection Policy

- [Adult Code of Conduct \(Appendix 1\)](#)
- [Home School Agreement \(Appendix 2\)](#)
- NPAT Attendance Policy

Monitoring and Review

A copy of this guidance is available to all staff and parents and is published on the school website. Parents will be made aware of this policy when their child is admitted to this school.

Appendix 1

Rectory Farm Primary School – Adult Code of Conduct on the School Site

We greatly value the strong partnerships we have with our parent and carer community.

We expect all adults who enter our school site to promote our school ethos and values and believe staff, parents and children are entitled to flourish in a safe and protective school environment.

Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the values of the school and will not be tolerated.

With this in mind we expect that, on the school site:

- All adults set a good example to children at all times.
- No members of staff, parents or children are the victims of abusive behaviour from other adults on school premises.

Types of behaviour that are considered unacceptable fall under the broad category of physical attacks and threatening behaviour and abusive or insulting language, either verbal or written.

The list below is not exhaustive but seeks to provide illustrations of such behaviour.

- Shouting, either in person or over the telephone
- Speaking in an aggressive/threatening tone
- Physical intimidation
- Physical threats
- Swearing
- Pushing or hitting
- Spitting
- Racist or sexist comments
- Inappropriate posting on Social Networking sites

The school reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse.

It is an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on school premises. The Police may be called to assist removing the person concerned.

School premises are private property and parents have been granted permission from the school to be on school premises. In cases of abuse or threats to staff, pupils or other parents, school may ban parents from entering the school.

All incidents will be logged with the Chair of Governors, through the school's LGB. Any parent who is asked to leave the school premises will have the right to appeal the decision in writing to the Chair of Governors.

Appendix 2

The Child



At Rectory Farm, we recognise each child as an individual, and aim to give all children every opportunity to realise their full potential. We believe that a close partnership between the school, parents and the child is essential if we are to achieve this aim.

Please read this agreement with your child and talk about what it means. Your child's class teacher will be able to help you do this. A signed copy needs to be brought to school on the first day back in September.



Our Caterpillar Values

Our Caterpillar Values guide us through daily life at Rectory Farm. We always strive for all members of the school

community to live by these values:

- ☐ To show **compassion** for others by sticking to social distancing and handwashing guidelines.
- ☐ To be **conscientious** in our approach to learning.
- ☐ To **communicate** respectfully, confidently, and clearly.
- ☐ To show **courage** in making the right choices.
- ☐ To be **creative** in our approaches to solving problems and thinking of new ideas.
- ☐ To understand and be proud of our school and wider **community**.
- ☐ To treat others **courteously**.

Our School Rules

We are kind.
We try our best.
We are honest.

Home School Agreement



Signed _____ Parent/Carer

Signed _____ Child

Date:

Activate Windows

Rectory Farm Primary School



As a school we will support your child's learning in a safe environment in partnership with the family by:

- ☉ Providing a happy, safe, supportive environment where your child is encouraged to develop a love of learning by praising success and effort.
- ☉ Offering a broad and balanced curriculum that supports your child's individual learning and well-being needs.
- ☉ Provide high quality teaching and set high expectations for your child's
- ☉ Ensuring your child has the opportunity to achieve his/her potential as a valued member of or school community.
- ☉ Not tolerating behaviour that puts themselves or others at risk of harm or threatens the safety of others. Behaviour that puts others at risk may require your child's attendance at school to be reviewed.
- ☉ Nurture your child's understanding, care and respect for all people; regardless of social class, ethnic origin, gender, age, nationality, language, religion, disability, sexuality or a person's size.
- ☉ Work with our families to continue building a strong community who supports each other.

The Family



As a family you will support your child's learning in a safe environment in partnership with the school by:

- ☉ Ensuring your child attends school, that they are on time and ready to learn.
- ☉ Encouraging a love of learning by praising success and valuing achievements.
- ☉ Supporting your child in his/her learning by encouraging and overseeing by talking about what they have learnt at school and supporting home learning.
- ☉ Ensuring that your child is dropped off and collected on time abiding by the social distancing rules of the playground.
- ☉ Supporting school policies and guidelines for behaviour so that we can keep everyone as safe as possible. In the case of a serious incident, you may be asked to collect your child.
- ☉ Ensuring that your child has clean uniform (clearly named) each day and washes their hands regularly at home.
- ☉ Letting us know straight away if your child is unwell or if you and your family are self-isolating.