

Macaulay Primary Academy

Procedures for 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.

Foundation Stage and Key Stage One

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.**
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 by talking to the class teacher. 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 are known by sight who 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 specific person not to be allowed to collect a child (e.g. in child protection or custody cases) written instructions (legal documentation) 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 for the date of birth from the collector as a security measure.
6. It is the parents/carers/legal guardian’s responsibility to ensure the safe collection of their children (at 3.15pm the end of the school day) by facilitating the school with 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 staff will follow the *Children not collected from school* policy.

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. If the school has not heard a reason, they will phone to confirm why the child is absent.

The start/end of school day for Foundation Stage and Key Stage 1 is as follows:

Arrival/Departure times Foundation Stage and Key Stage 1

Doors are open at 8.50am – the children need to be in class for registration by 9am. The children will be brought to the classroom by parents/carers/legal guardian’s responsibility. The school day officially ends at 3.15pm. Children will be collected from the classroom by an authorised collector. Children will be taken to the library and supervised by staff if they are not collected by 3.20pm.

Key Stage 2

Years 3 and 4

1. The doors of the classroom are opened at 3.15pm. Some children are then collected from the classroom, or met at the school gate. Other children in these age groups elect to walk home with their friends and parents/carers/legal guardian's 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 children from school in this situation.
When parents are meeting children at the school gate, the children are released with the knowledge of the child 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 parents/carers/legal guardian's of the children in order to facilitate safe collection for example phoning emergency contacts. During the 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 staff will follow the *Children not collected from school* policy.
2. If there is request for specific person not to be allowed to collect a child (e.g. in child protection or custody cases) written instructions (legal documentation) 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.
3. 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 for the date of birth from the collector as a security measure.
4. In the case of school sporting events/visits etc. after school, it is the parents/carers/legal guardian's responsibility to inform the school who will be picking up their child or if they will be walking home. **In the winter months all children will be required to be collected from clubs as stated on club letters.**
5. In some cases parents/carers/legal guardian's have made the choice for their children to walk home by themselves at this stage in their school life. This is of course the parents/carers/legal guardian's prerogative but the school must be informed of this choice so records are up to date.

Years 5 and 6

1. A number of children in these age groups elect to walk home with their friends and parents/carers/legal guardian's 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 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 same procedures apply as above in all cases of uncollected child or change of authorised collector, if those procedures are still in place at the request of parents/carers/legal guardian's.
2. If there is request for specific person not to be allowed to collect a child (e.g. in child protection or custody cases) written instructions (legal documentation) 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.

3. In the case of school sporting events/visits etc. after school, it is the parents/carers/legal guardian's responsibility to inform the school who will be picking up their child or if they will be walking home. **In the winter months all children will be required to be collected from clubs as stated on club letters.**

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. If the school has not heard a reason, they will phone to confirm why the child is absent.

The start/end of school day for Key Stage 2 is as follows:

Arrival/Departure times Key Stage 2

Doors are open at 8.45am – the children need to be in class for registration by 9am. The school day officially ends at 3.15pm.



Permission to allow named adults to collect pupils
(Nursery, Reception, Year 1 – Year 4)

Person with parental responsibility to complete and return this slip to school a.s.a.p.

Name of child: _____ Class: _____

Date of birth: _____

Adults Name:	Relationship to child:

Signed: _____

Date: _____

(Name print): _____

Relationship with child: _____

This information will be stored both centrally with the school office and within the child's class.

Please note you are responsible for updating key staff of any changes related to your child being collected throughout the academic year. We will automatically request this information annually at the start of each academic year.



Permission to allow named adults to collect pupils

Person with parental responsibility to complete and return this slip to school a.s.a.p.

Name of child: _____ Class: _____

Date of birth: _____

Adults Name:	Relationship to child:

Signed: _____

Date: _____

(Name print): _____

Relationship with child: _____

I give consent for my child to walk home by themselves.

Signed: _____

Date: _____

(Name print): _____

Relationship with child: _____

(Please ensure that there are two signatures on this form if you wish for your child to walk home by themselves)

This information will be stored both centrally with the school office and within the child's class.

Please note you are responsible for updating key staff of any changes related to your child being collected throughout the academic year. We will automatically request this information annually at the start of each academic year.