



"A small school with a huge heart."

Policy for Collection of Children

Approved by

Steven Tilly (pp Chair)

Last reviewed

May 2021

Next review due

May 2023

Collection of Children in EYFS, Key Stage 1 and Key Stage 2

Expectations

Children are expected to be collected by adults staff are familiar with.

Procedure

At the end of the school day staff will call individual children's names as a known adult comes to each individual class teacher on the playground. Staff will then ensure that children then go to their known adult before calling the next child's name. Staff must have a copy of the known adult and password list to hand at the end of the school day.

Collection by a new adult

Expectations

Children are expected to be collected by adults staff are familiar with.

Procedure

Any adult coming to collect a child who is unfamiliar to staff will be expected to provide a password set by the children's parents/carers. Parents and Carers must inform school staff that a new adult is collecting their child via the school office or face to face with the class teacher.

Failure to collect your child

Expectations

Children are expected to be collected from all classes at 3.15pm. If a parent/carer knows they are going to be late, it is expected they will ring the school to notify the relevant staff.

Procedure

Children will be kept with their class teacher for up to 10 minutes whilst waiting for parents/carers. If parents/ carers are more than 10 minutes late then children will be brought to the main school office; contact will be sought via the relevant contact numbers. Children are only released to known parents/carers or an adult with the relevant password.

Any child not collected after 15 minutes will be placed in the care of after school club. Parents will be charged for this in line with our extended schools club charges. If no contact is made within half an hour, the Senior Leaderships Team will be informed and Early Help/Family Connect will be informed if SLT are unable to make contact.

Failure to collect your child from Extended schools provision

The above procedure for none collection will be adhered to. Children collected after 5.30pm, 4.15pm on a Friday, will incur a £5 charge for every 15 minutes.