

Wantage CE Primary School



Drop off and Collection Guidance

Approved by: Mr A Browne

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Introduction

In order to safeguard our pupils at Wantage CE Primary 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. Sometimes there will be “one-off” arrangements. For this reason, we have set out clear procedures which all staff and parents/carers must adhere to.

The aim of this guidance is to:

- Keep pupils safe
- Ensure all staff members are aware of the procedures.
- Make parents/carers aware of the expectations regarding dropping off and collecting their children.
- Highlight the importance of parent/carer-school communication.

Drop-off Arrangements

- Parents/Carers and pupils should not be on the school site until 8.30am
- Doors open at 8.40am.
- School staff are not responsible for pupils until the doors open.
- Doors and gates will be locked at 8.50am.
- Children should not be dropped off and left on the playground unsupervised, unless they are in Year 5 or Year 6.
- If pupils arrive to school after 8.50am, they should be taken to the school office and signed in by the adult responsible for them. The sign-in sheet will ask for an explanation of lateness.
- Children should not be on any of the play equipment.

Collection Arrangements

- Children are to be collected at 3.15pm from their child’s class teacher or the member of staff supervising the class at the time.
- Where a person other than a child’s parent/carer is collecting a child from school, parents/carers will notify school as soon as possible and before 3pm on the day of any changes. This will allow school sufficient time to inform the class teacher.
- Children will only be released from school to a person over the age of 18, including older siblings.
- Only children in Year 5 and Year 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 home independently which is shared with the class teacher.
- When a child has not been collected by home time, the child is taken to the school office.
- If nobody comes to collect the child, the school will make every effort to contact the parents/carers and all additional emergency contacts supplied.
- If we are unable to contact any parent/carer/contact, we will inform the Multi Agency Safeguarding Hub (MASH) that we have a pupil who has not been collected.
- If parents/carers are frequently late collecting their children, a member of the Pastoral Team may make contact to share their concerns about late collections and see if any additional support is needed.