



Abbots Farm Junior School

Arrive & Collect Policy

This policy is part of the school's policies for safeguarding children.

Our school will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Admissions

It is the responsibility of staff to ensure that an accurate record is kept of all children in school, and that any arrival or departure to and from the premises is recorded in a separate register held in the Office, which must be signed when children are taken from the premises earlier than the usual sessions. Similarly, when a child arrives late, a record is held in the office with the reason for lateness logged. The register will be kept in an accessible location in the Office at all times. Records of daily registers are kept by the school for the recommended years by Local Authority. The school's designated persons for safeguarding children [the Head Teacher Mr Andrews and Assistant Head teacher Mr Robinson] will ensure alternative providers are fully informed of children with open Child Protection [CP] files.

Arrival at school.

Your children are precious. When bringing your child to school or collecting from school by car, **please do not obstruct the school gates or park on the yellow lines, the zig-zag lines or the pavement outside school.**

A member of teaching staff will be on duty to monitor the playground as children enter school from 8.40am – 8.50am each day. If children arrive later then they must enter via the school reception.

The school is responsible for children on roll from 8.40am. Once a child arrives on school premises they must not leave without permission. The school day begins at 8.50am and ends at 3.20pm.

The school office is open from 8.30am for parents wishing to speak to the office staff. If, in the opinion of the duty member of staff, the weather is too wet for children to wait outside, children will be sent to wait in the hall until 8.40am or until the bell is rung, when they will go to their classrooms.

Teaching staff will be available in classrooms to greet the children and ensure a good start to the day. On arrival, a member of staff will immediately record the child's attendance in the daily register, and then send the register to the office by 9.05am. Any children arriving after the external door has closed **MUST** come into school via the front reception door and register with the office staff.

Any children not accounted for by 9.30am, office staff will endeavour to contact parents to ensure the child is ill and unable to attend and has not 'dawdled' on way to school, ensuring parents and school know where children are at all times.

Looked After children [LAC] and children with CP plans who are absent will be notified to the Head Teacher (or Deputy Head Teacher in her absence) as a matter of priority. The parent/carer of children attending other schools for alternative provision will be asked to notify us if the child is going to be absent as well as informing the alternative provider.

The school will monitor the attendance of any child who has unsatisfactory attendance [below 90%] and a pattern of non-attendance on certain days of the week.

Lateness

The School actively discourages late arrival. The School allows the register to be kept open for up to fifteen minutes from the beginning of registration. The register is open at 8.50am and closes at 9.05am. Any child arriving at school after 9.05am must sign in at the school office on arrival.

Parents will receive a letter when they have persistently collected their children late, but not to the extent warranting immediate action by Children's Services (under 15mins). This will highlight the problem, how it affects the children and the action that will be taken in future. A copy of this letter will be sent to Children's Services. The letter will be logged on the child's electronic recording system as a contact, but not taken as a Referral at this stage.

Illness, Medical and Dental Appointments

Pupils should be encouraged to make appointments out of school hours. Children leaving school premises during school hours must be signed out in the register kept in the school office.

Gates

The main gates to the playground will be locked at 8:50am. The main pedestrian gate at the front of the school will be open and used during the day for access.

At 3.15pm the playground gates will be unlocked. The gate to playground will be re-locked at 3.35 pm when all the children have left the premises.

The main car park is for staff use only and is unlocked for staff to exit the site. **Children are not allowed to use the main car park gates at any time.**

Departures

Teachers will escort their own class out of school every night and staff will monitor the playground and gate until 3.30pm..

All children are taught to return to school if the person collecting them is not at the designated place. All children not collected within 5 minutes are to be brought into school where it is safe and warm by the teacher or member of staff on gate duty.

Collection from school.

Parents and carers should inform the class teacher or the school office if someone different is going to collect their child. Sometimes parents have to arrange for someone to collect children at short notice and we ask parents to contact school immediately. If we are unsure about a change in collection arrangements we may check with parents by telephone.

Children attending extra-curricular after school clubs led by a member of staff will be handed into the care of a responsible adult or allowed to walk home, as indicated by parents or carers on the club permission slip. All children must be collected from clubs by an adult unless written permission is given for the child to walk home. With parental permission, children may go home by taxi. The child should be collected from the school foyer by the taxi driver.

Permission and arrangements for children leaving the school at the end of the day will be a matter for d parents/carers, based on an understanding of a child's age and maturity. Parents are invited to make their preference known as some parents wish their children to walk home alone. The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time.

In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late picking up their child without prior warning, the procedure for Uncollected Children will be activated (please see below).

If, as the result of a family breakdown or a court order one parent or partner is no longer allowed access to a child, please inform the school in writing immediately. Equally as important, please inform us as or when the situation is resolved.

Any person who appears unfit to take full responsibility for the child he/she has arrived to collect will not be allowed to take the child from the premises. If the said person is parent or carer of the child in our care, we will try to contact other contact names on the school data sheet. If that is not possible and the situation cannot be resolved and we feel that the child is at risk, we will contact the duty officer at the Social Services Department or the Police.

Procedure for Uncollected Children

Schools have a responsibility to maintain up to date lists of contact details for parents and carers. When children are uncollected, schools will make every effort to contact carers using this information

We expect pupils to be picked up promptly at the end of the school day, or at the end of activities where these have been pre-booked. If this does not occur we will assume an emergency has caused the delay and will instigate our procedure, unless parents contact us to let us know they will be delayed.

Parents of children who will be collecting their children more than 10 minutes later than our finishing time (3.20pm) are reminded to telephone us if they are going to be delayed.

For children who are not collected at the expected time, the following procedure will be carried out:-

- Check with the office/answer phone to see if any messages have been received.
- Call the parents on given contact numbers, if no one is available on these numbers
- Contact should be made with a member of the senior leadership team.

The child will then be taken to our after-school club until they are collected. Please note: A charge may occur.

If the child has still not been collected 1 hour beyond the expected pick up time, and no contact has been established with the parents or emergency contacts, Abbots Farm Junior School is legally required to contact Social Care, to advise that a child in their care has not been collected for advice and guidance with regards next steps.

Contact should be made with the Social Care Team for the area, asking to speak to the Duty Social Worker: Rugby Children's Services Team: 01788 736152

Social services will aim to find the parent or relative if the members of staff are unable to do so. If the parents or emergency contacts cannot be contacted by Social Care, the child will be admitted into the care of the local authority

Policy Review Date: January 2016

Reviewed: January 2017 by J.Andrews

Next Review – January 2020