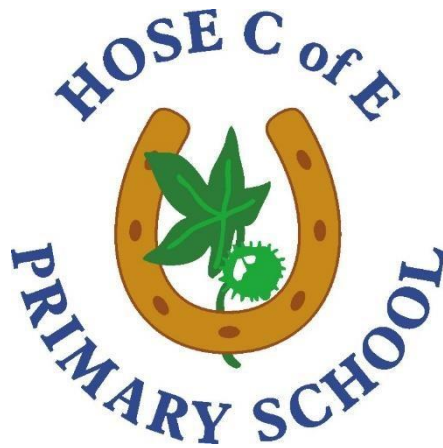


Hose Church of England Primary School



Pupil Drop off and Collection Policy and Guidance

Pupil Drop Off & Collection Policy

In order to ensure the safety and wellbeing of all of our children we have put together this policy to advise our parents and carers on the procedures that we have in place for the dropping off of children at the start of the school day and the collection of children at the end of the school day.

Dropping Off Your Child

Children who are attending breakfast club should be walked to the main gate and let in the gate by a member of staff. They should not be dropped off at the top of the drive and left to make their own way into school. We ask this for the simple reason that if your child does not make it through the school gate, we would be unaware of this until registration takes place, which could be up to an hour and a half after you have dropped your child off.

For all children who are not attending breakfast club, the school gates open at 8.30am. You should remain with your child until the gates are open and you have seen them safely enter the school site.

The school gates will close at 8.45am. If you are late dropping your child off at school, you should accompany them to the school gate and wait with them until they have entered the school site.

An exception to the rules for dropping children off will be made for Year 5 and 6 children who are able to make their own way to and from school, but we do ask parents do notify us of this arrangement.

End of the Day

The main school gate and the church side gate are opened at 3.10pm for you to collect your child. Classes 2 and 3 are brought out and teachers send your children to you once they have identified the person who is picking up. Class 1 children are sent out individually from the classroom door.

Play equipment

At the end of the day parents are reminded not to allow their children to play on the school equipment.

The school day ends at 3.15pm. Unless your child is booked in to attend after school club, we expect all of our parents to arrive on time to collect their child. If you arrive later than 3.15pm to collect your child, not only it is an inconvenience to school staff who have other after school commitments, but it can also be distressing for your child.

However, we do understand that sometimes certain circumstances out of your control (for example an accident on the route into school causing traffic problems) may cause you to be late. If you know that you are going to be late then as long as it is safe to do so, please contact the school to advise us and to let us have an estimated time of arrival.

Parents who are persistently late collecting their child will be asked to meet with the headteacher to discuss this as it could be considered to be a safeguarding concern.

Named Collections

We will only release children to their parents and other designated person who we recognise and who have been sent previously to collect your child, and only when we are expecting them. If your child is going home with anyone other than the main parent/carer, please let us know prior to collection time with as much notice as possible.

If you are sending someone to collect your child who is unfamiliar to our staff you will need to telephone the school office to advise that someone who may be unfamiliar to the school is coming to collect your child.

We will not ALLOW any child to go home with someone who we have not been informed of collection and will always phone parents directly to confirm

Year 5 and 6 Independence

In order to help build confidence and independence in our older children, we do allow our Year 5 and 6 children to walk to school alone and to leave the school gates on their own to either walk home or to walk to the car where their parent is waiting. If you would like your child to do this, please advise us either by email or in writing.

Parents of Year 5 and 6 children should also bear in mind that if your child needs medicine when in school this can only be dropped off at school and collected by an adult and you will need to come to the gate yourself in these circumstances.

Policy Review

This policy was reviewed and approved for use by the Head teacher in September 2022. This policy will be reviewed on an ongoing basis and any changes will be shared with all stakeholders.