



Collection of Children Policy

Parents are encouraged to notify the class teacher before the start of the School day, in writing, if a child is to be collected by someone other than those authorised.

Early Years

- Children are handed over to parents or carers or those previously authorised by the parents to pick up their children. Parents or those authorised to collect these children are invited to wait outside the classrooms at the end of the session or school day to receive their children.
- If another person is going to pick up the children, a note should be given to the teacher before the start of the School day. This includes situations where a child goes to play with another.
- Parents are asked to keep the office informed in writing of who is allowed to collect their children. Teachers will release the child to these parents without prior notification.

Classes One upwards

- Class One children are escorted to the outer door of the Yellow Passage by the Teacher/assistant and handed to their parents / carers. Class Two and above children are released out of the classroom to meet their parents / carers either in the lobby or in front of the School.

3.15 End of Day

A teacher stays on duty until 3.30 pm to keep a watchful eye on children, traffic and any situations needing care. Any children not picked up by 3.30 are asked to go to After School Care where they can await collection by their parents. After 3.30 there is a charge levied as a contribution to this service. For insurance and health and safety reasons, pupils are not permitted to wait elsewhere on the site, other than in supervised activities to which they are enrolled. If you are held up by more than 15 minutes, the office will pass on this information to After School Care. After 3.30pm, if a child's parent has arrived, that child is the responsibility of their parent. Parents are asked to ensure that children are supervised and well-behaved whilst on campus.

If your child is booked into After School Care and not going to attend for some reason, please notify the School. Where a child who is expected at After School Care has not arrived, the Office will phone the parents for clarification. If they seem to be missing, the Missing Child Policy is initiated.

In the event of an emergency, office staff will endeavour to convey to a pupil a message from home concerning changed collection arrangements. However, office staffing is limited and likely to be involved in urgent situations, so parents are respectfully asked to make arrangements with their children before they come to school.

Policy last reviewed February 2017
Lesley Taberer, Bursar

Always check online for the most recent policy.