



Arrival and Collections Procedures

Purpose

The purpose of this policy is to provide guidelines to parents when delivering children to Mowbray Primary School and collecting children at the end of the morning and / or afternoon sessions.

Scope

The policy applies to all children and has regard to the Mowbray Primary School Policy for Absence and Registration.

Responsibilities Bringing Children School

Children should arrive at Mowbray Primary School between 8.30am and 8.45am. Children should arrive at School by 8.45am. Parents are responsible for their school children until the bell is rung. At the beginning of the day teachers are able to answer quick questions or worries but are unable to discuss matters in depth. They will be pleased to make an appointment to meet with parents at a later time.

Please Note: In the interest of site security, the school doors will be closed at 8:50am and the gates will be locked at 8.55am and reopened at 3.10pm. All visitors and all parents arriving between these times must enter through the main front door and report to the school office.

Collecting Children after School

The Nursery has a statutory obligation to arrange a secure collection process for children at the end of their Nursery sessions, and as part of the Admissions process parents are required to complete a 'Collection Arrangements Form'.

Parents must contact the school office to notify them of changes to the collection arrangements – preferably in writing. Mowbray Primary School requires parents to follow the same procedure for school children.

Collection Arrangements details will be held by the school and sent to parents once a year for information, allowing changes to be addressed. The School has a duty of care to ensure that all children are re-united with their correct parent or guardian and leave the school safely, and have adopted the following guidelines:

1. Parents are asked to make every effort to collect children on time:
 - Mowbray Primary School - 3.15pm
 - Mowbray Primary School Nursery - 11.30am or 3.30pm
2. The arrangements for collecting children are the responsibility of the parent or guardian.
3. Arrangements should be made in advance of the school day, and children should be clear about such arrangements. The child and the child's teacher should know who would be collecting him/her from school.
4. Children are allowed to leave the teacher's care only if their parents or guardians are there to collect them **OR** if an adult named as a suitable adult on the "Collections Arrangements Form" are there to collect them.

5. It is essential for the parent / guardian to contact the school immediately if they know that they will be unavoidably delayed, or if another named adult is collecting the children from school due to the unavoidable delay.

6. If the children are to be collected by someone other than the parent/carer, this must be an adult nominated to collect a child must be one of those named by the parent on the Collections Arrangements Form. Telephone authorisation can be accepted in rare and exceptional circumstances for non-named adults provided and provided they can give a prearranged password.

7. If there is an early closure event (e.g. Open Afternoon, Craft Afternoons etc.) this procedure will still apply. Parents are expected to collect their children and sign to acknowledge their early collection. If parents are unable to collect their child, children will only be released to authorised adults and school staff should have been informed before the event of the collection arrangements.

8. In the case of after school clubs or events, this procedure still applies. Parents are expected to collect their children at the times indicated by the staff member running the club or event. If parents are unable to collect their children, they must indicate who will collect their child from the authorised list of adults or, in the case of older children who may walk home on their own, how they will be travelling home.

8. Children will be taken to the school office if parents are more than 10 minutes late to wait with office staff until they are collected.

If a Child is not collected from the Office:

1. A member of staff will ring both the child's home and emergency contact number immediately that they arrive at the office. If there is no reply they will continue to try periodically.

2. A member of staff (office or teacher) will wait with the child on the premises for 30 minutes – and if the child remains uncollected, and the staff had not been able to speak to parents or an emergency contact, Children's Services will be contacted to inform them we have an uncollected child.

3. Regular late collections from the office may also result in Children's Services being contacted.

4. All parents, carers and members of staff should be made aware of this policy.

Travel to and from School

Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. However, as a school, we are responsible for the welfare of our pupils and therefore we have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

Pupils in Foundation Stage or KS1

Our agreed school policy is that no pupil in Foundation Stage or Key Stage 1 should walk to or from school on their own or be left on their own on the school premises either before or after school. We will not allow older brothers or sisters in school to collect younger siblings.

Pupils in KS2 (Years 3, 4, 5 & 6)

There is no set age when children are ready to walk to school or home on their own. It very much depends upon their maturity and confidence. Therefore, as regards pupils in KS2, we believe that you as parents need to decide whether your child is ready for this responsibility.

We would still highly recommend that pupils in Year 3 and 4 at least are still brought to and collected from school. In deciding whether your child is ready to walk to school you should assess any risks associated with the route and your child's confidence.

When deciding whether your child is ready for this responsibility you might want to consider the following:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they didn't want to do?
7. Would they know what to do if they needed help?
8. Would they know who best to approach to get help?

If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own.

If you decide that your child is ready for this responsibility then you must inform the school by letter or by completing the "Collection Arrangements Form". Your child will be not be allowed to walk home unless this permission has been given in writing.



Collections Arrangements Form

Names and classes of the children the arrangements apply to:

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Names of adults (other than parents) authorised to collect the children named above:

Name of Adult	Relationship to child

If any of these adults are unable to collect my child, I will inform school as soon as possible. Adults not named above will need to provide a password before my child is released to them. The password I wish to use in this case is.....

Year 5 and 6 Children only:

I give permission for my child to walk home alone from school ☐

Signed:.....

Relationship to Child:.....

Date:.....