

Gobowen Primary Collection and Drop off policy

Drop Off and Collection Information

Our school day

- Nursery opens **8:30am**
- School doors open **8:45am**
- Registration closes at **8:50am**
- End of Nursery Day **11:30am & 3:00pm**
- End of school day **3:15pm**

KEY PRINCIPLES

- Class Teachers are responsible for the orderly dismissal of pupils from their classrooms.
- Class Teachers must be sure that pupils' leaving arrangements are **SAFE**
- Class Teachers will not allow children to leave with **unknown** persons
- Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent on or before the day.
- Where a person other than a child's parent is collecting a child from school – school **expects** to be informed
 - When children start in EYFS, KS1, Years 3 &4 parents need to make the teacher/office aware of who will be collecting the child.
 - Where a different to the usual person is sent to pick up a child – school needs notification as they **will not** release a child to an **unknown** adult or to another parent
- Parents will drop off / collect children (or arrange for this to happen) **punctually** – if parents are late then the children will be placed in After school club and there will be a charge. Please note there is an expectation that you collect promptly at: Nursery - **11:30am (1st session)** or **3:00pm (2nd session)** or **12:00pm** if your nursery child is staying for lunch. For the rest of the school: **3:15pm** (or 4:00pm if your child participates in an extra – curricular activity)

Drop off

1. The school day starts at **8.45am** when **all** children come into school – we **expect all** children to be in school at this time.
2. Registers are taken by **8:50 am** and your child will receive a late mark 'L' if they are not in by **8:50am**
3. Children arriving after **8.45am** are required to come into school via the school office. If accompanied by a parent/carer they must sign them in and provide a reason for their lateness which is recorded.

Collection

4. End of school day is **3:15pm**
5. Teachers will dismiss their pupils from their classrooms, (KS2) into the charge of a recognised parent, carer or responsible adult who is accompanying the child to their home.
6. In the case of EYFS and KS1, staff will hold the children at the classroom until they see the appropriate adult.
7. If a child is not collected by **3.15pm** parents will be contacted. The expectation is that parents **collect at 3.15pm** unless there is an extenuating circumstance.
8. The above applies if children do an extra-curricular activity – the expectation is that they are collected promptly at **4.00pm** unless there is an extenuating circumstance. If the child/ren is/are not collected promptly, the office will be informed, and parents will be contacted.
9. All late collections will be monitored and logged and where applicable the late drop off and collection protocols will be implemented.
10. Regular late collection may result in school not allowing a child to attend a club.
11. Children will not be released from school with someone if they are showing signs of distress or anxiety.
12. Children will not be released if the teacher feels that the parent is not in a fit state to ensure their child's safety. This will be immediately reported to the Designated Safeguarding Lead in school.
13. Children that must be picked up earlier than when the school day ends, must report to the reception.