**Policy For The Dropping Off And Collection Of Pupils**

This document forms part of Edenthorpe Hall Primary Academy’s Safeguarding portfolio and should be read in conjunction with the Child Protection Policy.

The aim of this document is to set out safe principles to be followed by the parents and carers of children attending Edenthorpe Hall Primary Academy and by staff at the school. The welfare of our children is of paramount concern at all times.

**Mornings**

* Children should not arrive on the school playground prior to 8.30 (ten minutes before doors open). Children should be accompanied by parents or carers and are deemed to still be in their care at this time.
* Any child arriving unaccompanied before 8.30 will be placed in the school’s breakfast club and parents will be invoiced for that session.
* Younger children (not pupils of the school) should not use any of the play equipment unless supervised closely by their accompanying adults (who will, by doing this, accept any liability for any accidents that occur from the use of this equipment).
* A breakfast club is provided by the school from 8.00 each morning. Children should be brought to the doors by an accompanying adult who should ensure that they have been handed into the care of one of the adults running the club.
* Doors open at 8.40 each morning. Children must walk on the left hand side of the corridor at all times.
* Any parents wishing to speak to school staff in a morning may speak to a member of the admin team in the main office. As we aim to provide a prompt start to learning, class teachers are not available from 8.40. Please arrange a mutually convenient time to contact by phone or to see them after school if any issues arise.
* Electronic registers will be completed and saved by 8.55am. Any child arriving after this time will receive a late mark and should report to the office to ensure they have been registered. Letters will be sent out in line with school policy regarding persistent lateness. This is monitored on a weekly basis.
* Absences should be reported to the school office before 9.00am. If we have not been informed, we will telephone you to enquire about a child’s absence.

**Lunchtimes**

Any child who is going home for lunch should be collected by an adult from reception at 12.00. Children will wait in reception until collection. Children should be returned to school by an adult at 12.45 for a 12.50 start to learning.

The whistle is blown at 12.50 and children will be collected by their teachers from the playground to commence afternoon learning on time.

**Afternoons**

* Lessons end at 3.30. Children will be asked to collect packed lunch boxes and coats and bags. They will be dismissed through the same doors that they enter school in a morning.
* Children should be collected by an adult from the main playground. Children will be asked to wait until an adult has come on to the yard to collect them. Any child not collected will be brought into reception.
* Children in Y5 and Y6 may, as part of becoming more independent, be allowed to walk home on their own. School must be notified in writing of this by the parent or carer for the child concerned.
* Consideration is expected for local residents when dropping off and picking up. Vehicle registrations of anyone blocking drives, parking on the yellow lines or carrying out unsafe manoeuvres and these will be passed on to the police.
* We will contact all adults’ names on the emergency contact form if a child is not collected at the end of school. If we are unable to establish a reason for the lateness, we will place the child in an after school club and we will invoice for this session.
* If we are unable to establish why a child has not been collected and nobody has come within after an hour of the finishing time, we will call social services and the police.
* School will not send a child home with another parent unless we have received direct permission from the parent of the child concerned.

**Clubs**

* The school provides a wide range of after school clubs during the week. These run until 4.30. A senior member of staff is always on duty at the end of clubs each day.
* Children must be collected from reception by a parent or carer. Staff will not release children without an adult being present for them. We will not release children to parents who are waiting on the road or in a car park.
* Children in Y5 and Y6 will only be allowed to walk home on their own if it is still daylight at the end of clubs and only if school has written permission from the parent or carer of that child.
* School will not send a child home with another parent unless we have received direct permission from the parent of the child concerned.
* If your child is in school but will not be attending the club they are normally expected to go to, then please ensure school is informed of this so the information can be passed on to the person running the club.
* If school has to cancel a club, we will endeavour to inform parents as soon as possible. If possible, we will attempt to provide an alternative club for that day.
* Children should be collected promptly at the end of clubs. If a child is not collected, we will endeavour to contact all adults listed on the emergency contact form provided to establish what the issue is.
* Any child who is picked up late without good reason from clubs will receive a warning letter and on a third occasion the child will lose their place in the club. The school reserves the right to charge to cover the cost of staff overtime incurred by unreasonably late collections (half an hour and above).
* If we are unable to establish why a child has not been collected and nobody has come within after an hour of the finishing time, we will call social services and the police.

**September 2017**