

St Paul's Church of England Primary School Pupil Arrival & Collection Policy



Adopted by Full Governing Body – Autumn Term 2023

Review schedule- Every 3 years

Next review- Summer Term 2026

School Vision

At St Paul's, we will nurture and inspire all children to enjoy a life-long journey of discovery and friendship. Through God's love and Jesus' teachings, our school community will support each child to flourish as curious, compassionate and resilient citizens with a love of learning.

"Start children off on the way they should go, and even when they are old they will not turn from it."

Proverbs 22:6

Introduction

St Paul's has the highest regard for the safety of the children in our care. This policy sets out the arrangements that support the safety of the children at arrival and drop-off, at either end of the school day. We know that many of our families are out-of-catchment, but for local families we strongly support walking to school or for children to cycle or use scooters, wherever possible. This promotes physical fitness and well-being and is much better for the environment. Where this is not possible, the Village Hall car park, is recommended. There is a pathway (to the side of the cream-coloured house) that leads down to the school playground. ***The school car park is for staff and deliveries only*** and should only be used if parents are collecting children, for medical reasons.

This document, is reviewed and updated, in line with findings from internal reviews and local and national guidance. This document is an agreed working document by all staff.

Arrival of children

- Playground gates will be unlocked at 8.50am and locked again at around 9.10am
- A senior member of staff will be by the gates, on most days
- All children should be accompanied to school by a responsible adult, unless they are in Years 5 or 6 and we have received parental permission for them to arrive unaccompanied
- Children in lower school (R, Y1 and Y2) should arrive at 8.50am and go straight in to class
- Children in upper school (Y3-6) should arrive for 9am and line up when the bell rings
- Families with children in both upper and lower school are able to arrive at a mid-point
- A supervised play area, near the Y5/6 mobile block, is provided for any children in upper school, who arrive before 9am

- Children (or pre-school siblings) should not play on the field or trim trail or in the maze Younger
- Bikes and scooters should not be ridden on school premises. Cycle and scooter racks are available
- On days of heavy rain or other severe weather, children in upper school may go straight into class, as soon as they arrive.

Late arrivals

- We encourage all parents to allow plenty of time
- Latecomers, after the gates have closed, should bring children to reception and sign their children in.

Collection of Children

- School gates open at 3.20pm and close at around 3.40pm, this is to safeguard children taking part in after-school clubs. The Rawlins Close gate, with access to main reception, will remain open until the school premises are locked, just after 6pm
- Children in Reception, Year 1 and Year 2, will be dismissed from their classroom doors. Children in Year 3 and Year 4, will be brought into the playground by their teachers. Year 5 and Year 6 children will be dismissed from the area in front of their classrooms
- Staff will dismiss the children to the responsible adults named in school documentation
- Additional responsible adults can be added, for example grandparents, by completing the appropriate form *Appendix 1*.
- Any sudden or urgent changes to collection arrangements should be emailed or telephoned in to the office on: office@st-pauls.leics.sch.uk or 01509 890483
- If an unexpected adult arrives to collect a child, without school's prior knowledge, parents/ carers will be contacted before allowing the child to go
- To encourage independence and preparedness for secondary school, Year 5 and 6 may walk or cycle to school independently. Parental permission is needed, please see *Appendix 2*. It is advised that parents should prepare their children well for the route they will take and the hazards they might face. School provides cycle training for older pupils, in the summer term.

Late Collection

- Children who are still not collected by 3.40pm will go into Planet Play for the early session (finishing at 4.30pm). The school may make the usual charge for this.

Before and After School Care

We are pleased to be able to provide wrap-around care for any child who needs it, as we know how important this facility is for working parents.

Breakfast Club, from 7.45am to 9.00am and After-School Care (Planet Play: 3.30pm until 6.00pm or 5pm on Fridays) is available to all children. Early collection (4.30pm), at a reduced cost, is available to tie in with the times clubs finish. Current charges are available from the school office and booking can be made via School Gateway.

- Arrival and collection should be via the usual school gates, from the hall door.

Our staff costs are considerable so we have to be strict about collection times.

- Children in Planet Play's early session, who are not collected by 4.35pm, will be charged for the later session
- Parents who arrive after 6pm (or 5pm on Fridays) to collect from Planet Play, will be charged an additional £5 per child, late collection fee.

After School Activity Clubs

Activity clubs run after school, from 3.30pm to 4.30pm, most days. Parents are informed of procedures for booking. Younger children can become quite confused about which clubs they are attending. Teachers will have lists but it is also helpful to remind your child at drop-off.

- If your child is booked in to attend an after-school activity (e.g. football) school staff will ensure that they get to the appropriate area, at 3.30pm
- If there are any changes to arrangements, parents should email or telephone the school
- Staff or Sports Coaches will dismiss children from the hall door or area in front of Y5/6 classrooms, at 4.30pm or transfer children to Planet Play, as parents have requested. All school gates will be open for access.

Siblings

When collecting siblings, parents should collect in age order, starting with the youngest.

Separated Parents

Staff cannot prevent a separated parent from collecting their child, unless the school is in possession of a specific court order. However, as would be the case with any unexpected person collecting a child, we would endeavour to contact the primary carer.

Supply Teachers

Support staff will help any supply teachers, at home-time, as they may not know the parents. This will also be the case at the start of the school year, with new teachers.

Collection for medical, or other appointments, during the school day

We ask that parents inform the school, in writing or by email, if their child has an appointment. Parents may be asked for proof of this. All non-urgent appointments should be made after 1.30pm, wherever possible. Parents should sign children out at Reception.

Emergency Collection e.g. child is taken ill

The school will contact parents and carers. Parents/carers may use the school car park in this instance. Parents should sign their child out, at reception.

Appendix 1

Additional Collection Arrangements

I give permission for the following responsible adult to collect my child on a regular basis. This is in addition to the adults named as contacts for my child.

Child's name: _____

Class: _____

Additional adult's full name: _____

Days to be collected (please circle):

Mon Tues Wed Thurs Fri Any school day

Start date: _____

End date: _____ (or until further notice)

Your full name: _____

Relationship to the child: _____

Signature: _____

Date: _____

Appendix 2

Year 5 or Year 6 Permission to arrive and/ or leave school unaccompanied at the start and end of the school day or at 4.30pm. Please note that all children must be collected from later sessions.

1. Child's name: _____

2. I give consent for my child to arrive and leave school unaccompanied, at the start and end of the normal school day (9.00am start, 3.30pm finish).
 Yes
 No

3. I consent for my child to leave school unaccompanied, from any after school club, including Football & Fitness Sports Clubs, at 4.30pm.
 Yes
 No

4. I consent for my child to leave school unaccompanied, from Planet Play sessions, finishing at 4.30pm.
 Yes
 No

5. By giving your consent to any of the above, you are agreeing to the following:

I will make sure that my child is familiar with the route he or she will take and the hazards that they might encounter.

If cycling, I will make sure that my child has an appropriate level of proficiency, the cycle is in good working order and that a helmet is worn.

I will support my child in setting off at an appropriate time so that they arrive at school between 8.50am and 9.00am and are not too early or too late.

I will ensure any younger siblings (Reception – Year 4) will be collected by a parent or adult.

- Yes, I agree
- No, I do not wish for my child to arrive/leave school unaccompanied

Your full name: _____

Relationship to the child: _____

Signature: _____

Date: _____