



Procedures for the arrival and collection of children

Our school has the highest regard for the safety of the children in our care; from the moment they arrive to the moment they depart at the end of the school day.

Before school

- The school gates will be opened at 08:35.
- Webster Primary School chooses not to assume responsibility for children on the school site before the start of the school day at 08:50.
- Children remain the responsibility of their parent or carer if they are in the playground between 8:35 and 8:50.
- Use of the outside play equipment by any child between 08:35 and 08:50 remains the responsibility of the parent or carer. Any injury or damage occurring during this time remains the responsibility of the parent/carer.
- At 08:50 class teachers will open the classroom doors and children may enter their classroom. In the case of classes without their own external door, children should enter through the nearest main door which will be one of the following:
 - Art Room door
 - Back Door (playground)
 - Cabins Main Door
- These doors will be monitored by a member of school staff.
- We assume responsibility for children in Breakfast Club from the time when they enter the front door from 08:15 onwards.
- The Breakfast Club register closes at 08:30. If children arrive after 08:30 they cannot be admitted to Breakfast Club and remain the responsibility of their parent or carer until admitted to their classroom at 08:50.
- At the end of Breakfast Club at 08:45 children are sent to their classrooms to the supervision of their class teacher.
- We ask parents to leave the site promptly so that we can secure the gates and safeguard everyone as quickly as possible.
- The gates will be locked at 08:55, once registration has finished.
- Any child arriving after late must be brought to the front door off Denmark Road by their parent/carer and admitted by the office staff, who will record a reason for their lateness.
- In the case of heavy rain, classroom doors will be opened at 08.45 and children may enter classrooms at that time, from when school will assume responsibility for them.

After School

- Parents must name the authorised collectors of their child before their child starts school.
- We do not allow pupils to be picked up by a 'responsible person' aged under 16 unless under exceptional circumstances (see below). If this is to be a regular arrangement, written permission must be supplied.
- The playground gates are unlocked at 15.05 each day and parents/carers are then permitted to wait in the playground until the bell goes at 15:15 and the doors are opened.
- Children should be picked up from the external classroom doors, or from the relevant entrances identified in the above section.
- If parents wish their children in Key Stage 2 to make their own way home, they should inform the class teacher in writing. We do not recommend this for children below Year 6, but recognise parents' rights to make such arrangements if they wish.

- School's responsibility for pupils ceases from the time they are picked up by a responsible parent or carer, or from the moment they leave the classroom/school building in the case of children with permission to make their own way home.
- This applies to the end of the school day at 15:15 and, where relevant, to the end of after school clubs at 16:30.
- Webster Primary School chooses not to assume responsibility for children on the school site after the end of the school day at 15:15, unless they are attending an after school club.
- Children remain the responsibility of their parent or carer if they are in the playground after 15:15.
- Use of the outside play equipment by any child between after 15:15 remains the responsibility of the parent or carer. Any injury or damage occurring during this time remains the responsibility of the parent/carer.

Exceptional Circumstances

- Parents must name the authorised collectors of their child before the child starts school. If there are any changes to these arrangements parents need to inform the school immediately either by contacting the school office, or writing to the class teacher. In cases where the new "collector" is unknown to the school, the school will ask for a photograph, description or introduction to the new "collector" to ensure they know by sight who is collecting their child. It is the parents'/carers' responsibility to ensure the school knows who will be picking up their child.
- If there is a request for a specific person not to be allowed to collect a child (e.g. for a safeguarding reason) written instructions must be provided to the school by the parents/carers so the school is fully informed. The school will request a photograph/description of this person.

Children not collected

- We expect parents to contact school as soon as possible if they realise they are going to be late to pick up a child.
- If children are not collected by 15.25 every effort will be made by the duty staff members to reach the parent/carer or emergency contact.
- We operate a system of fines for parents who collect their children late. See '*Late Collection of a Child Policy*'.
- If children are not collected by 16.15 (one hour after school finishes) and every reasonable effort has been made to contact parents/carers, the duty member of staff will call the Social Services Contact Centre to inform them that we have an uncollected child on the premises and to ask for them to be picked up.
- In the case of children attending an After School Club and not being picked up 30 minutes after the club finishes, the same system of phoning Social Services will apply.

Date reviewed by Principal/Head of School; 18/01/2017