



Minworth Junior & Infant School
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Arrival and collection policy

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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. With this duty of care at the forefront of all that we do, the following details the arrangements for the arrival and collection of children at Minworth.

Procedures for children's arrival

The main school gates are opened at 8.45am for all children to enter school. Aside from those accessing the school's 'Zone' provision, children arriving before this time, even if they enter the school premises through the main red gate, are the responsibility of their parents. From 8.45 onwards, there will always be a member of school staff supervising the black gate that children use to enter the school playground on route to their classroom, along with at least one member of staff on the main red gate which gives access to the school premises. Parents of KS1 children are expected to accompany their child to the black gate before the children make their own way to their classrooms, via the route previously given to them, where they will be met by their class teacher. Initially, parents of our EYFS children are permitted to walk children over to the reception classroom. After a period of time, usually although not specifically half a term, children will then instead be met by a teacher or older pupil at the gate who will walk them over in convoy. Parents are encouraged to pass on any messages to any of the staff on the gates themselves or via the school office. Rarely will it be permitted that parents can access the classrooms after 8.45am as children will be entering class at this time. The official start of the school day is 8.55am therefore children arriving after this time will be deemed late. The black gates will be locked at this time and any late arrivals should enter school via the main school office.

Children arriving outside of the usual arrival time should be accompanied to the school office where they will be admitted by office staff and then sent / escorted to class as relevant.

Procedures for children's collection

The official end of the school day for all pupils is 3.20pm. Parents of children in EYFS and KS1 collect children via entering the school through the same black gates referenced above which will be opened at 3.15pm in order to make collection arrangements as efficient as possible. Parents are then expected to make their way to the playground area outside the classroom

where class teachers will be on hand to dismiss children to their respective parents from the classroom. Arrangements are slightly different for KS2 in that children are brought to the front of the school by their class teacher before being dismissed to parents who will be waiting outside the red fencing. Teachers of all classes will not be available to speak to parents regarding concerns or otherwise until all children are safely accounted for or until they are relieved to do so by a colleague. In years five and six, some of the children elect to walk home unaccompanied. For this to take place, parents/carers must give written permission for this to take place. Again the school must be kept up to date with this information and parents need to understand that they are then responsible for the safe departure of the children from school in this situation.

Any children not collected by 3.30pm will be taken to the zone as a matter of course and where relevant, the local authority's non-collection of children policy will be applied that could result in the school informing children's services. The school will always endeavor to make reasonable efforts to contact parents of children who do not usually attend the zone.

Information regarding the collection of pupils and nominated collector.

UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED OFF THE PREMISES WITH ANYONE OTHER THAN AUTHORISED COLLECTORS i.e. THOSE SPECIFIED BY PARENTS/CARERS OR LEGAL GUARDIANS.

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 by writing to the class teacher.

In cases where the new "collector" is unknown to the school, the school will ask for an introduction to the new "collector" to ensure they know by sight who is collecting the child. (It is the parents/carers responsibility to ensure the school knows who will be picking up their child.) If this introduction is not possible, school will request appropriate security measures are applied, usually requiring the agreeing of a password to ensure the safe collection of children.

If anyone other than authorised collector is collecting, permission must be given either to the child's class teacher or via a message passed on by an alternative member of staff or via the main school office. This includes children being taken to parties by other children's parents etc. All parents/carers need to be aware that school will always air on the side of caution and if needs be, will delay the collection of the child in question until the member of staff is completely satisfied which may result in other contacts listed as part of the child's record being called to alleviate any concerns. On such occasions, a member of the school's senior leadership team will be briefed on the situation and will assume responsibility of the situation.

If there is a request for a specific person not to be allowed to collect a child (e.g. in child protection or custody cases) legal written instructions must be provided to the school by the parents/carers or legal guardians so the school is fully informed. Where legal instructions are not provided, school will endeavor to ensure that the request is complied with as part of its safeguarding responsibilities to all children and will routinely attempt to contact the parent making the initial request and in exceptional circumstances, children's services or the police directly. Parents/carers need to be aware though that with no legal written instructions, the school cannot *legally* prevent the child being collected by someone who has parental responsibility for them.

On rare occasions, such as following school performances or prior to school events, collection arrangements may be altered at the school's discretion. On such occasions, parents/carers will be provided with the relevant information prior to the alteration.