

Whitley & Eggborough Community Primary School

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Whitley & Eggborough Community Primary School

Collecting Children from School policy

Purpose

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of a school day, and guidance for parents in the event of them being late/unable to collect their child.

Aims

- To keep children safe.
- To ensure that all members of the school community are aware of the correct procedures for the end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

Policy

- The school expects children to be collected at the end of the school day promptly, which is 3.15 p.m for all children.
- The school is open from 3.10 p.m for collection of children. Parents are reminded to keep the area around the classroom doors clear to enable children to make a safe exit.



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- Children in EYFS/Key Stage One are let out of class at 3.15 p.m and handed over to their parent/carer. Parents/carers are expected to wait in the designated area (playground/EYFS outdoor area) to collect their child.
- Children in Key Stage Two are let out of class at 3.15 p.m. Parents/carers are expected to wait for their child in the playground.
- Tuesday night is Clubs night and the school expects children to be collected promptly at 4.15pm.
- Children in upper Key Stage may walk home on their own as long as the class teacher has been made aware. A consent form must be completed by the parent to confirm they authorise their child to leave school without adult supervision.
- If the person expected to collect the child is not there, the child will return to the classroom and inform the class teacher. Any child not collected within 5 minutes will be taken to the main Reception and should be collected from there before 3.30pm.
- Please refer to **Guidance for Parents** within this policy for the procedure beyond this point.

This policy will be kept in the policy folder (outside the Headteacher's office)

Parents will be informed of the policy by paper copy, in the new starter pack and on the school website.

This policy will be reviewed every three years by the Governing Body of Whitley & Eggborough Community Primary School.

Signed _____ Chair of Governors

Signed _____ Head teacher

Date adopted by Governing Body: 22/11/2016
 Reviewed: March 2018
 To be reviewed: March 2021



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Guidance for parents/carers in the event of a parent/carer not arriving to collect their child at the end of the school day

As a parent/carer, it is your responsibility to ensure that your child is collected promptly at the end of the school day.

Please ensure that the school has up-to-date telephone numbers to contact you in an emergency.

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately on 01977 661247.
- If you arrange for another adult to collect your child, you must let the school know the details of that person in advance.
- If you are unable to collect your child or arrange for another adult to collect your child after 3.30 pm, then you authorise the school to book your child into WECPS Extra (After School provision) who will look after your child and a fee will be charged. You must contact the school on 01977 661247 to advise what time you are able to collect your child.
- If you, or an identified adult, have not arrived by 4.15 pm to collect your child, and no contact has been made with a reason for the lateness, the school will contact the Customer Service Centre (Children's Social Care).

If a parent/carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:

1. The teacher will bring the child/children inside and ensure they are supervised.
2. Children who have not been collected by 3.20 p.m. will be supervised by a member of staff in the main Reception area until 3.30 pm.
3. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
4. If no contact has been made by the parent/carer, the office staff will attempt to contact the parent/carer and the emergency contacts by telephone.



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5. Where appropriate, a member of staff will sensitively ask the child whether there is a reason that could account for their parent/carer being late.
6. Where appropriate, a member of staff will ask the child if they have any additional contact information.
7. School will continue to try and contact the parent/carer and the emergency contact/s.
8. If the child is still not collected at 3.30 pm, space permitting, the child will be taken to WECPS Extra (After School provision) and a fee will be payable by the parent for the place/s.
9. If contact cannot be made with the parent/carer or the emergency contact/s by 4.15 p.m., school will contact the Customer Service Centre (Children's Social Care).
10. In an emergency, school will contact the police.

We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carer and s/he has given permission.

Walking home alone

I confirm that I authorise for my child in
 class to leave school at the end of the school day without any adult supervision.

Signed..... Print

Date



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