

# BRINGING AND COLLECTING CHILDREN FROM CLASSES 1 AND 2

## Policy Review

This policy will be reviewed in full every two years.

The policy was last reviewed and agreed by the Lower School Teachers Meeting and College in June 2016

It is due for review in June 2017

## **Bringing and Collecting children from class 1 and 2**

When arriving at school, children should change shoes and hang up their coats in the cloakroom and then be handed over to a member of staff before the parent leaves. If pupils arrive and the register has been completed, parents must go to the school office to report that the pupil has arrived in school.

When arrangements are made for a child to be collected by someone other than their parent or guardian, a message to this effect must be written in the diary which is kept in the porch. Ideally, this person should initially be introduced to the teacher and the Afternoon Club leader prior to the first picking-up.

When collecting a child, adults or responsible older pupil should make contact with the supervising teacher before the child is released from the classroom.

In the event of an emergency and an adult has to pick up a child without a message having been written in the diary in the morning, the parent will need to contact the school by phone so that the relevant staff can be informed and given adequate information as to the identity of the person who is picking up the child. In the absence of this, the child will be taken to the school office by the teacher and office staff will contact the parent by phone to obtain the required permission.

### **Procedure for uncollected children**

Staff have an obligation to stay with any uncollected child at the end of the day, until that child is collected.

If the parent does not arrive within 15 minutes of the collection time, he/she will be brought to the school office where parents will be contacted and the child will stay until collected by the authorised person.

The staff must not release the child to any unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give a name, (and if known, a physical description of the authorised person) and the staff in charge should check this description before permitting the child to leave the premises.