

Learning Together for Life

Jesus said, 'Love one another as I have loved you' John 15:12, New Testament ('Injil')

Stepney Greencoat

Church of England

Primary School



Collecting and Walking Home Alone Policy

Policy Reviewed/Approved	By Committee, Individual Governor or Head teacher
Policy Renewal Date	AUTUMN 2024

This policy is part of the school's policies for safeguarding children.

Our school will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Arrivals

It is the responsibility of staff to ensure that an accurate register is kept of all children in school, and that any arrival or departure to and from the premises is recorded by the school admin team. When a child arrives late, after the closure of the gates, parents must report to the Office.

Records of daily registers are kept by the school for the recommended years by Local Authority.

All pupils and parents should use the back entrance gate for arrival at and departure from school.

The gates will open at 8:40am for the start of the school day and will open again at 3:10pm for the end of the school day.

A member of the Senior Leadership Team and the premises manager will be on duty at the back entrance gate at the start and end of the school day.

All other members of staff will be in the playground at 8:40am to greet children and families.

In the morning, a bell will be rung at 8:45 to signify the start of the school day. At this point, teachers will take their children into classrooms and will complete the register. Any children arriving once the bell has been rung are late for school.

Once the registers have been completed as children arrive in the classroom they will be submitted to the school admin team. The school admin team will cross reference any pupils who are absent on the register with any absence calls left on the school answerphone. The parents of any children not accounted for will be contacted by the school admin team by telephone and / or text message. Any children who are still unaccounted for by 10:30am will be referred to the attendance team who will conduct a home visit and / or contact social services and / or the police as appropriate.

Looked After Children [LAC] and children with Child Protection [CP] plans who are absent will be notified to the Safeguarding Team as a matter of priority. The parent/carer of any children attending other schools for alternative provision will be asked to notify us if the child is going to be absent as well as informing the alternative provider.

The school attendance team meets weekly to monitor the attendance and punctuality of all pupils. The team work closely with the Attendance and Welfare Officer from the Local Authority and the link governor for attendance to hold panel meetings for parents of children who have low attendance and / or punctuality.

Gates

The back entrance gate to the playground will be locked once all parents / carers have left the playground in both the morning and afternoon. The main entrance gate at the front of the school will be used during the day to restrict access and protect the staff and children.

The main car park gates will be locked when children are on site for the main school day but will be open during the period when Breakfast and After School clubs are operational.

Parents/carers and children are not allowed to use the main car park at any time.

Departures

Teachers will dismiss their own class out of school every afternoon from their classrooms, and in the case of Year 5 and Year 6 children from an allocated space within the cage area.

Any child who is not collected by 3:20pm will be taken back into their classroom and the teacher will notify the admin team. The admin team will then contact the parent/carer to clarify when they will arrive at school. The reason for lateness and the time of collection will be recorded by the admin team.

If the children are to be collected by someone other than the parent/carer, the admin team must be informed and a password will be set up. The adult nominated to collect a child must be one of those named by the parent. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

For children in Year 6, to support their transition to secondary school, parents can request, in writing that they wish their child to walk to and / or from school alone.

The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time.

All children must be collected from after school clubs by an adult as permission to walk home alone only applies to the end of school day time of 3:15pm.

No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

If a child is to be collected before the end of the school day, the school is to be notified on the same morning. On arrival to school to collect the child the parent/carer will report to the admin staff. Proof of the reason for taking the child out of school must be given to the admin team. The admin staff will then hand over the child to the parent / carer.

If the parent/carer or alternative nominated adult is going to be late to collect their child, they must contact the school office by telephone. If no one arrives to collect a child and the parent cannot be contacted within half an hour of the end of the school day, the school will contact social services to inform them we have an uncollected child on the premises.

