



ARRIVAL AND COLLECTION POLICY

November 2020

Imagine, Believe, Achieve

"Anything is possible for him who believes" Mark 9:23

Introduction

Matlock Bath Holy Trinity CofE Primary 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. The purpose of this policy is to ensure that safeguarding procedures for the arrival and collection of children are robust, communicated well to parents/carers and adhered to by all staff. This policy has been agreed by staff and governors and will be reviewed annually.

Arrival of Children

Children should be accompanied by a responsible adult unless permission has been given for them to come alone.

- ❖ All children can arrive from 8.45am, a member of staff – usually Mrs Swain - will be there to welcome the children into school at 8:45am when the main door is opened. We do not expect children to arrive before this time unless they are accompanied by an adult who remains with them until the doors open, or they have arrived to attend Breakfast Club.
- ❖ Children remain the responsibility of their parents/carers until 8.45am.
- ❖ On days of heavy rain children may wait in the school hall from 8.40am onwards with a member of staff.
- ❖ Children can be left alone from 8.45am when they will be supervised by a member of staff in their classrooms where they will have a Morning Activity to participate in.
- ❖ Parents / carers are asked to leave school by 8:55am when registration time begins. The main school door is then closed and all external doors are secured.
- ❖ Throughout the year, there may be opportunity to bring your child to a morning club or breakfast club, this starts at 8.15am and finishes at 8.45am, there may be a cost to this.

Collection of children

Foundation Stage and Key Stage 1

Children are dismissed by the class teacher on an individual basis via the main classroom door into the hall. Please stress to your child that they must always wait with their teacher until their grown up arrives to collect them. The children must be taken home by a grown-up and are not allowed to walk home on their own. For safety reasons we also do not allow Key Stage 2 children to collect Foundation Stage or Key Stage 1 children and walk them home. If you are unable to come yourself, please arrange for another responsible adult to collect your child/ren.

Key Stage 2 children

Key Stage 2 children are dismissed from their classroom into the school hall at the end of the school day to their families, and by prior arrangement, Year 5 and 6 children may be allowed to walk home by themselves if written permission is received. Children walking home alone need to leave the classroom via the main school entrance and are able to walk through the school grounds.

Only adults authorised to collect your child will be permitted to collect them. Should there be any change in who is collecting your child, please contact school to inform us as early as possible.

Delayed collection

All children should be collected at the end of school (3.30pm) unless they are attending an after school club. Parents need to notify the school immediately should, due to unforeseen circumstances, the arrangements for collections change or if they are delayed.

A member of staff will ring the contact numbers to try to reach a responsible adult to collect a child should they not have been collected by 3:40pm (10 minutes after the end of school). If we have not been informed of a delayed collection, this will be logged as a concern on our Safeguarding 'Niggles' sheet. If three logs are made during any half term, then this may be referred to the Safeguarding team. If the parent cannot be contacted by 4pm then staff will make a referral to Derby Social Services and await further instruction from them.

We will, as carers, always remain calm as to not alert the child concerned. Under no circumstances will a child be allowed to depart from the school unless it is with a previously identified authorised person.

After school clubs

Members of staff in charge of an after school activity obtain written consent from a parent for the child to stay. Parents are informed of the finishing time (clubs finish at either 4.15pm or 4:30pm unless otherwise stated), and the member of staff will have arrangements in place so that they know how each child is to get home safely. When arrangements change for extra-curricular activities (e.g. due to the illness of the staff member running it), parents and carers **must** be informed, as this may affect arrangements for collection at the end of the day. This should be done by Parent Hub **no later than 12 noon as far as is practical, plus a further App reminder message before 3pm.**

If any extra-curricular activity is run by non-school staff, a member of staff will, where possible, stay until all children have been collected. Parents need to inform school if a child is not able to attend the club they have signed up for as registers are taken and the child's absence will be questioned. If a member of staff is unable to stay in school, procedures are shared with the club leaders and contact phone numbers are shared. The Headteacher's number will always be shared with the club leaders in case of any emergency.

Collection of children during school hours

If at any time children need to be collected during the day, parents/carers should have arranged this prior to the day with the Headteacher and report to the office initially where the class teacher will be notified and the child collected. Parents are asked to 'sign their child out' for safeguarding and fire regulation purposes. Staff cannot prevent a separated parent from collecting their child unless there is a court order in the school's possession preventing that parent from having access to the child.

All circumstances require school and home to work together in partnership.

Addendum during COVID-19

Due to the Coronavirus pandemic, we have made numerous changes to our policies and procedures for arriving to and collection from school.

What is the start of the school day like?

For social-distancing purposes, each bubble has been given a starting time and a specific way into their own school entrance. These begin from 8.45AM. The entrance and timing helps to reduce groups of children from the other bubble crossing paths. Please try your best to stick to the time slots. We want to avoid having 'queues' as much as we can.

Infants are arriving between 8:55am and 9:05am and are waiting at the bottom of the path to the playground, trying not to 'queue' and to keep socially distanced from others. **Please try not to arrive before 8:55am; Mrs Swain will be there when it is time to start coming in. We need to avoid a long queue as far as possible please so don't rush to get to school for 8.55. We must stagger this slowly.** They will then come into school via their door on the decking.

Juniors are arriving between 8:45am and 8:55am and are walking along the main school path and down the side of the hall to their outside door. Parents are then asked to leave through the car park to keep the one-way system running smoothly. Please do not enter through the car park. If parents are 'dropping' off, please do so at the main entrance gate rather than half way along the path and then turning round.

To reduce the number of people on site, we are asking for just **ONE** adult to bring their child to school. Adults also need to ensure that they socially distance themselves from other adults and children. 2 metre intervals are marked out all around our school grounds and paths. **We ask that ALL adults wear a face mask or face covering when within our school grounds please.** The government has made it clear that parents and families should not gather together in and around our school site. We ask you to please not allow children to climb on our tyre park, benches or trim trail before school. The use of these is shared between our two bubbles at different parts of the week, with a quarantine day in between and would mean we would be unable to use them in the school day.

What is the end of the school day like?

Our home time is the same for both classes; between 3:25 and 3:35pm. Mrs Swain is outside each day and 'radios' up to the classrooms when a parent arrives. We have Walkie Talkies for this communication. Each class is ready in their classroom with the staff in their bubble. The timing and slow exit helps to reduce groups of children from the other bubble crossing paths. Please try your best to stick to the finishing time and leave the school grounds straight away. The children will be 'called for' steadily, so please don't think you've not been seen; we need to ensure a slow and steady stream of children exit the classrooms and then exit the playground as quickly, and safely, as possible.

We ask that ALL adults wear a face mask or face covering when within our school grounds please. To reduce the number of people on site, we are asking for just ONE adult to collect their child from school. We are trying to avoid the 'queue' situation by there being a steady stream of children leaving during this time. However, we are aware that there will be some waiting for children, so we ask adults to use the markers to keep themselves separate from other adults and children. Some children walk home from school on their own, and this is fine. The government has made it clear that **parents and families should not gather together in and around our school gates.** We ask you to please not allow children to climb on our tyre park, benches or trim trail after school. The use of these is shared between

our two bubbles at different parts of the week, with a quarantine day in between and would mean we would be unable to use them in the school day.

What if I have children in different bubbles with the same start times?

We can make this work. Please don't worry; we are a small school and we know which families have more than one child and of course have some flexibility for those who need it! Please try to arrive at the end of the Juniors' time and the beginning of Infants' time; just during the Infants time but please try to avoid arriving with both children early.

Late arrival:

Children will be marked as late if they arrive after 9:05am and before 9:30am. Arrival after this time it will be recorded as 'late after close of register'.

Any children not in school by 9:30am will receive a phone call to ascertain the reason for their absence, in accordance with our school's safeguarding procedures. Regular phone calls will then be made every 20 minutes until contact has been made.

Late collection:

School will contact the parents of any children who have not been collected by 3:40pm. The same procedures apply as above (See 'Delayed collection').

Autumn term - There are currently no Breakfast Clubs or After School Clubs.

The following points in our policy still apply and are important to note:

- Year 5 and 6 children may be allowed to walk home by themselves if written permission is received.
- Only adults authorised to collect your child will be permitted to collect them. Should there be any change in who is collecting your child, please contact school to inform us as early as possible.

School will respond accordingly to the latest Government guidelines and guidance when they are presented and will keep parents informed as soon as there are any changes. They will be notified via the usual communication channels of the school app, Parent Hub, and on the school website, specifically the dedicated page

<https://www.mbhtprimaryschool.org.uk/september-2019-opening-information/>

S.Swain
Headteacher
November 2020