

Procedure for Collecting your Child at the **End of the School Day**

The school has the highest regard for the safety of the children in our care- from the moment that they arrive to the moment that they depart at the end of the school day

Under no circumstances are children to go off site with anyone other than authorised collectors e.g. those specified by Parents/Carers or Legal Guardians.

Parents must name the authorise 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 in writing to the class teacher. In cases where a new 'collector' is unknown to the school, the school will seek verbal or written confirmation from the parent/carer.

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) written and legal documentation **MUST** be provided to the school.

It is the parent/carers legal responsibility to ensure the safe collection of their children (at 3.10pm the end of the school day) by facilitating the school with the correct and up to date information. Please ensure your emergency contact numbers are up to date.

If no one arrives to collect a child and the parent can not be contacted within half an hour of the end of the school day (by 3.40pm), the school will contact Social Care to inform them we have an uncollected child on the premises.

Procedure for Collecting/Returning your Child **during the School Day**

In order to leave yourselves plenty of time to get to your child's appointment please arrive at least 15 minutes prior to the start of your journey.

Arriving 15 minutes prior to the start of your journey will also allow the office staff plenty of time to locate your child and with their belongings discharge them correctly.

Please note that only medical appointments (card or letter will be required as evidence) will be authorised.

Upon arrival, please buzz in and inform us of your full name and who you are collecting and the reason why. If you are arriving by car, please park in a suitable place on the road (unfortunately our car park is only permitted for staff and not parent vehicles). Please do not block the entrance gate to the school.

You will be asked to sign your child in/out and we would ask you to wait patiently as we go and locate your child.

Thank you