

WEST PARK ACADEMY

Child Collection Policy



Reviewed:

January 2019

At West Park Academy, we are concerned with the development of the whole child – intellectually, morally, spiritually, culturally and physically. In line with our policy of maximising the potential of each pupil, the Academy recognises that it has a responsibility to do everything possible to care for each pupil's physical and emotional wellbeing. With this in mind, the Academy will endeavour to provide a comfortable and safe environment for learning.

Our school has the highest regard for the safety of the children in our care.

Arriving

Children are dropped off on the school playground by parents/ carers and the school bell will ring at 8.45am. Children are to line up in classes and teachers, where possible, will be the adult responsible for bringing them into school.

Register will be completed by 8.55am and the office will make contact via text to any child who is absence, unless the reason for absence is already known.

A member of staff is to wait on the playground until 8.55am which is when the gates are locked.

Any children arriving after 8.55am must come through the school office.

Departing

School staff will escort their class out of school every night and will be on duty in the playground until 3.40pm. All children not collected within 10 minutes are to be brought into school where it is safe and warm by the teacher or a member of staff and taken to the school office.

The school office will then attempt to contact parents/carers if the children are not collected by 3.45pm. See 'Lost and Uncollected Children' Policy for further details.

If children are to be collected by someone other than the parent/guardian or the people listed on the children's 'safe adults' form, this **must** be indicated to a member of staff – either the child's teacher **or** to the school

office prior to the end of the school day. Only people aged 14 years and over will be authorised to collect children from Y4 downwards.

Children from Year 5/6 are allowed to leave school alone and this will continue to be the case unless other arrangements are made between the school and parents.

In the event that someone else should arrive to collect a child without the school having prior knowledge, the school will telephone the parent/guardian immediately and await their advice.

All pupils will remain the responsibility of the Academy and under no circumstances will a pupil be taken from the Academy by any person who is not authorised to collect them.