

# WEST PARK ACADEMY

## Child Collection Policy



**Reviewed: November 2023**

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 and accompanying adults are met at the school gates by the Home School Family worker from 8:35am and/ or a member of the SLT. Children and adults are met and are always greeted in a courteous way, with the adult modelling the behaviour they want to see.

Children are dropped off on the school playground by parents/ carers and the school bell will ring at 8.45am. Children line up in classes and where they will be met by an adult from their class who will greet them and walk them in calmly. Children in Year 5 and 6 are responsible for making their own way to the external classroom doors.

Register will be completed by 8.55am and the office will make contact via text to parents/guardian of any child who is absent by 10am, unless the reason for absence is already known.

A member of staff is to wait on the playground until 8.50am which is when the gates are locked.

Any children arriving after 8.50am must come through the school office and will be marked as late.

### **Medical Appointments**

Evidence is required from parents/carers to allow children to attend a medical appointment during school hours ie doctors, dentist, hospital etc. This could be in the form of an appointment card, hospital letter, text message showing appointment details provided to the school office. As attendance is important, medical appointments should be outside of school hours where possible. This absence will only be authorised subject to the provision of satisfactory medical evidence.

## **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 or below, unless the school has received a written letter from parents granting permission and we have deemed it appropriate.

Children from Year 5/6 are allowed to leave school without being collected by an adult. Children in Year 4 are allowed to walk home if the parent has provided written permission.

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.**