



Oak Cottage Primary School

Policy for the Arrival of and Collection of Children at the end of the school day

Our 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. This policy aims to ensure the safe arrival and collection of pupils.

Parking

Oak Cottage is part of Solihull Council's School Streets scheme. The scheme restricts entry to the streets close to school to those without a permit between the times of 8.30am-9.10am and 2.45pm – 3.45pm.

When bringing your child to school or collecting from school, clubs or Acorns Childcare by car, **please do not use the school car park, park on the zigzag lines, park on the pavement outside school or use the school drive to reverse your vehicle. We also ask all parents to park on the school side of Greswolde Road and Bryanston Road to allow traffic to pass and ensure access for emergency vehicles.**

Start of the school day

The Nursery starts at 9.00am. Children should enter through the main Nursery doors.

Children in the rest of the school may start to come into school from 8.50am onwards and settle quietly in their classrooms ready for a 9.00 start. The children are not supervised before 8.50am so we ask parents not to bring them early.

All children enter their classrooms through the classroom door to the playground. A member of staff will be available at the doors from 8.50am to take any messages from parents.

The school office is open, via the front door, from 8.30am for parents wishing to speak to the office staff.

Entrance to the school after 9.00am must be via the front school entrance. Parents will be asked to sign their child in using the electronic e-reception signing in system.

School gates are locked by approximately 9.15am.

End of the School Day

Parents should ensure they arrive at school on time to collect their children. The school office should be notified if a parent is going to be late or if their child is to be collected by another adult.

Parents needing to come into school at the end of the day should wait until the class teacher has safely handed over all children to their parents/carers.

Nursery

Parents will be able to enter school through the side gates at 12:00pm. Children exit through the Nursery back door with the Nursery staff handing over children one by one to their parents or carers. Nursery children attending Acorns Childcare will remain in the Nursery.

Reception, Year 1, Year 2, Year 3 and Year 4

Children exit through the external classroom doors. The class teachers hand over children one by one to their parents or carers.

For all of the above years, if for any reason your usual arrangements are changed, please let the teacher know in writing, who will be meeting the children that day or by phone if arrangements have to be changed at the last minute.

Years 5 and 6

Children in Years 5 and 6 exit directly on to the main playground from their classroom doors. Parents/carers should come onto the playground to collect their children. All of the children in Years 5 and 6 are free to find their parents or carer, or to go to an after school club, independently but are told to return to their teacher and advise them if an adult is not there to collect them. Children in Years 5 and 6 may walk home on their own if their parents wish them to. However, only children with written permission will be allowed to do so.

Late collection

Children whose parents are late to collect them will be taken to the main reception area and parents will need to use the main entrance to collect them from there. If no contact is made with parents/carers within an hour of the end of the session, a member of staff will contact the Duty Referral Team for further advice.

Adults collecting Children

Parents are asked to name the authorised collectors of their child on the attached form. If there are any changes to these arrangements, parents should inform the school, in writing, or in the case of emergencies by contacting the school office. In cases where a new “collector” arrives, the child will be asked to identify the collector as someone known to them.

Drop off and collection by older siblings

Research has shown that when older siblings supervise younger ones there is an increased risk of injury. It is the parent/carer’s responsibility to ensure that the child is dropped off and collected by a responsible person. There is no minimum age set in law when a young person is allowed to remain in charge of another child, however it is an offence to leave a child alone if it places them at risk. This can include in the care of an older sibling if the level of supervision is ‘likely to cause unnecessary suffering or injury to health’ (*Children and Young Persons Act, 1933*). Therefore, parents/carers must understand and be prepared to take responsibility for anything that should go wrong in their absence. They are also responsible for the care and safety of their eldest child, even while that child is acting in a caring role for younger siblings.

The suitability of a sibling caring for a younger child needs to be considered on a case by case basis, by a judgment of the potential risks of this arrangement, the maturity of the child collecting/being collected, the length and nature of the journey home, the behaviour and relationship of the children collecting/being collected.

Acorns Childcare

Children are collected from their classroom door by a member of Acorns Childcare staff.

After school clubs

Children in Reception, Year 1 and Year 2 are collected from their classroom by external providers. All other children make their own way to the after school club classroom or hall. All children finishing a club will be shown out to a known adult.

For reasons of Health and Safety and school security, the back gates are locked by 5.30 pm.



Oak Cottage Primary School

Collection of children at the end of the school day

Name of child:

Year Group:

I authorise the following people to collect my child (children) from Oak Cottage Primary School

1.
(Name & relationship to child)
2.
(Name & relationship to child)
3.
(Name & relationship to child)
4.
(Name & relationship to child)

Parental signature:

Date:

If there are any changes to these arrangements, please inform the school in writing or in the case of emergencies / last minute changes by contacting the school office.

Year 5 and 6 pupils ONLY

I give my permission for to walk home on their own on the following days:

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