



Oak Cottage Primary School

Information for Parents

In order to be prepared for the new term, the following is a reminder of our procedures for the beginning and the end of the school day – if they are not clear please do let us know.

Procedures for the Arrival and Collection of Children

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.

All our children are precious. When bringing your child to school or collecting from school or clubs by car, please remember to abide by the Solihull School Streets Scheme. If you do need to come to collect your child outside of these times 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 – for Nursery only.

Nursery children enter through the main Nursery doors. All other children will enter through their external classroom doors. A member of staff will be available at the doors from 9.00 am.

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

Entrance to the Nursery after 9.10 am must be via the school's main entrance.

School gates are locked at approximately 9.10 am and again at 6.00 pm.

End of Nursery session

Parents will be able to enter school through the side gates at 12.00 pm. Children exit through the back Nursery door with the Nursery staff handing over children one by one to their parents or carers.

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 by

1.00 pm, a member of staff will contact the Solihull Children's Social Work Services for further advice.

Adults collecting Children

For Foundation, Key Stage One and Year three and four 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

Although there are no laws about the age of babysitters, the NSPCC advise that you should try to choose someone over 16. You should therefore think carefully before nominating an older sibling to collect a younger one for you.

It is the parent/carer's responsibility to ensure that the child is dropped off and collected by a responsible person if it is not safe for the child to walk home unsupervised. 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 judgement 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.