



## Drop off and Collection Procedures

### KEY PRINCIPLES

<ul style="list-style-type: none"> <li>• Class Teachers are responsible for the orderly dismissal of pupils from their classrooms to their parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Class Teachers or Teaching Assistants will Support PPA teachers/Supply Teachers in the dismissal of the class as they are familiar with the adults collecting.</li> </ul>
<ul style="list-style-type: none"> <li>• Class Teachers must be sure that pupils' leaving arrangements are SAFE</li> </ul>	<ul style="list-style-type: none"> <li>• Class Teachers will not allow children to leave with unknown persons</li> </ul>
<ul style="list-style-type: none"> <li>• Class teachers <u>must track and observe</u> the pupil physically meeting their parent/carer</li> </ul>	<ul style="list-style-type: none"> <li>• Children in Years 5 &amp; 6 are only allowed to walk home alone with permission from parents and agreement from the Head of School that they are safe to do so.</li> </ul>
<ul style="list-style-type: none"> <li>• PPA cover staff are to dismiss pupils when covering absence of Class Teacher. An additional adult should be present to support. PPA cover staff <u>must track and observe</u> pupils physically meeting their parent/carer.</li> </ul>	

Children in Years 5 & 6 are only allowed to walk home alone with written permission from parents and agreement from the Head of School that they are safe to do so.

- Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent on or before the day.
- Where a person other than a child's parent/carer is collecting a child from school, the school expects to be informed and will not release children to an unknown adult or to another parent without consent.
- All parents are asked to provide a password for the collection of their child if being carried out by an unknown person. This supports the safe collection of children. Where a password has not been provided, the school office will contact parents to seek further information and consent to release their child. The child will not be released if we cannot make contact with the parent or if we have not heard from the parent in advance.

We appreciate that it can be frustrating if you/another person has to wait for a password check, however, safeguarding is our priority, and we will always follow our procedures.