Tuesday 27th September 2022

Dear Parents/Carers,

Please see below our revised drop off and collection procedures for Curdworth Primary. All members of staff have been given a copy of this document and are expected to follow all procedures. A copy of this document can also be found on our website.

**KEY PRINCIPLES**

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| **• Class Teachers are responsible for the orderly dismissal of pupils from their classrooms to their parents.** | **• 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.** |
| **• Class Teachers must be sure that pupils’ leaving arrangements are SAFE** | **• Class Teachers will not allow children to leave with unknown persons** |
| **• Class teachers must track and observe the pupil physically meeting their parent/carer** | **• Children in Years 5 & 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.** |

*In Y5/6 parents can if they wish request that pupils walk to and from school. However, there needs to be some discussion and agreement with school as to whether the children can walk home safely. Therefore, considering this, parents will need to speak with the class teacher to discuss the matter. If a satisfactory agreement cannot be reached, the parent will meet with a member of the Senior Leadership Team to discuss this further. They will consider location of house from school, roads that will need to be crossed, any special educational needs the children might have, the time of the children leaving school – for example in the winter it is dark after extra-curricular activities. Copies of children and dismissal arrangements must be given to the office (Mrs Teasdale) and the Head (Jas Kang).*

• 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 –

school expects to be informed

**EYFS**

• When children start in Early Years Foundation Stage, parents need to make the

teacher aware of who will be collecting the child each day

• Where a person different to the one that usually collects is sent to pick up a

child – school needs notification as they will not release a child to an unknown adult or to another parent

**KS1&2**

• Parents in KS1 and KS2 are asked to inform the school should an unknown person to the school collect the child. This supports the safe collection of the children. Where an unrecognised person attends to collect a child, the child should not be released, and the school office will contact parents to seek further information and consent to release their child. A child will not be released if we cannot make contact with their parent or if we have not heard from the parent in advance.

• Parents will drop off/collect children (or arrange for this to happen) **punctually** – if parents are late then the children will be placed in the library whilst the Class Teacher or office call the parent. Please note there is an expectation that children are collected promptly at 3:15pm.

• Late collection is monitored by Class Teachers and reported to Head of School.

• No child must be left unattended outside the school gate. The children are parent/carers responsibility until staff open the doors at **8.45am**. If children are dropped off, without supervision, parents will be contacted.

• All children must be in school by **8.55 am** – Gates/doors will be closed at this time. It is the parent’s responsibility to be on time.

*The Attendance Officer (Jas Kang) and Office Administrator will monitor lateness. They will offer support where appropriate. However, attendance policy will be followed for parents who persistently drop children off late despite support from school.*

• EYFS and KS1 children will only be released to a sibling over 16 years of age

• KS2 children may be released to a sibling of secondary school age

• Whilst we recognise that there are occasions where parents are delayed through no fault of their own e.g. traffic jams etc. Children that are not collected on time will be placed into after school club or wait in the library and parents charged according (if pay is required)

• In the event of a child not being collected from school and school not being able to contact parents/ emergency contacts, after 60 mins the school will follow its child protection procedures and the police and children’s services will be informed.

**Classes are dismissed from individual doors/gates: above procedures should be always followed.**

• Reception: will enter and exit school via the EYFS/KS1 gate and their classroom shutter/door on the playground. Parents will be permitted on the playground during the first term. The Reception Class Teacher and Teaching Assistant will lead the children into class. Parents are then required to leave the playground and the gate will be locked.

• Year 1/2: will enter and exit school via the EYFS/KS1 gate. Drop off will be from the gates, and children will walk through the KS1 playground, following the path to their classroom door where a member of classroom staff will greet them. Collection will be from classroom door, and parents will be allowed on site and wait in a line along the path.

• KS2 will enter and exit school via the KS2 gate. Drop off will be from the gates and the Y5/6 door for all KS2 children. They will walk to cloakrooms and classrooms where a member of classroom staff will greet them.

Parents will be required to queue outside the individual classroom doors at home-time for all classes.

During morning sessions, there will be at least one member of staff on each gate to greet children, speak to parents and take/pass messages to class teachers.

During afternoon sessions, a member of SLT will be on the main gate to ensure safe exit of the property.

**Clubs**

**All staff** should have a copy of children registered to attend after school clubs. There will be a copy placed on all external doors. If a child is registered for a club, they should remain in their classroom and escorted to the club after all other children have been safely dismissed. The teacher in charge of the class in the afternoon should refer to the club list before the end of the day to know which children are to remain and which children will be leaving at 3.15pm.

All club leaders should have their club register, and this should be completed immediately and sent to the Head of School or Senior Leader in charge that day. All children registered as absent for the club should be queried by club leader and senior leaders. If children are for any reason, not able to attend the club, parents should notify the school before the end of day and messages passed on to all relevant staff by office, face to face.

Thank you for your continued support.

Yours sincerely,

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Mrs Jas Kang

Head of School