

PUPIL DROP-OFF AND COLLECTION POLICY



WEST CROFT SCHOOL
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Approved by:	Full Governing Board	Date: April 2017
Last reviewed on:	June 2024	
Next review due by:	June 2026	

Rationale

This policy is intended to clarify arrangements for the school and parents/carers about arrangements for the start and end of the school day/nursery session.

Lower School

All pupils attending the Nursery, Reception, Year 1 and Year 2 must be brought to school by an adult and collected by an adult. Parents must make the class teacher aware who will be collecting their child routinely. They must also inform the class teacher on the day if their child is to be collected by someone else at the end of the day.

Under no circumstances will a lower school pupil be handed over to an unknown adult or child under the age of 16 (this includes collection by older siblings).

Upper School

From Years 3 to 6, parents are able to make their own arrangements for their child to come to school and go home; there is no 'handing-over' to school/parents/carers at the start and end of the day unless this is expressly wished by the adult. Older siblings may collect upper school children on behalf of their parents.

Children arriving and/or leaving school by taxi

In the majority of cases this is an arrangement made between the parent/carer and the taxi company. Please be aware that there is no vehicular access to the school grounds between 8.40 and 9.00 am and 3.00 and 3.45 pm. ***If your child is going to be delivered or collected between these times you must therefore arrange between yourself and the taxi company who will accompany your child between the taxi and the school.*** You should ensure that the school is made aware of any drop off and collection arrangements and any changes to these.

Breakfast Club

There is a school-run Breakfast Club on the Upper School site that opens from 8.00 to 8.40 am. Due to this, the Upper School gates are opened from 8.00am for Breakfast Club attendees only; ***no unaccompanied child should be on the school site before 8.20 am as there is no playground supervision before this time.*** Lower school pupils are welcome to attend the Breakfast Club when accompanied by an adult.

Un-collected children at the end of the school day

If you know that you will be unable to collect your child regularly at the end of the school day then you must register your child with a child-minder. The school provides premises for 'Can Play' in the lower school hall before and after school; please see the contact details at the end of this policy for details of this provision and charging rates.

In the event of any child being left un-collected at the end of the day beyond 3.45pm, the school will contact social services and the police to arrange collection of your child as part of its safeguarding duty.