



# Shirley Manor Primary Academy

"Working together to achieve excellence"

## Policy for Dropping off and Picking up Children

Signed by:

Headteacher:

*D Lacey*

Date: Sept 2021

Chair of Governors:

*[Signature]*

Date: Sept 2021

Policy Type: Additional

Review Date: Sept 2024

## **Aim:**

### **To promote the safeguarding of all children attending Shirley Manor Primary Academy.**

Children in Early Years enter by the Early Years entrance at the front of school.

- Nursery children are available for collection from the main gates at the end of the Nursery Sessions.
- Children in Reception can be collected from the main gates at the end of the school day when staff escort them out, one at a time
- Children in KS1 and KS2 walk around the building to their classrooms from 8.30am -8.45am. A member of staff will welcome them into school and supervise the cloakroom area before they make their way to the classrooms.
- At the end of the day KS1 children are available for collection from the dining room doors. Class teachers escort their classes to this exit and supervise collection.
- Children in Year 3 and 4 will leave school by their classroom entrance and wait for collection. This is supervised by two members of staff
- Children in Y5 and 6 leave school by their classroom entrance and make their way to the bottom gate to leave the school premises. A member of staff is always present to supervise this area before and after school.
- The Head Teacher or member of the senior leadership team supervise the entrances and exits in the mornings and afternoons.
- The school doors are closed and secured at 8.50 a.m.

#### **Arrival at school after 8.50am:**

- Your child needs to enter school by the main entrance door
- Your child must be signed in on the Inventory system located in the main entrance, giving a reason for being late.
- Please ensure this procedure is followed as we need to know if your child is in the building if the fire alarm went off

If you are late in picking up your child, they will be taken to the main office by their class teacher. A member of the office team will contact you if you have not informed us you will be late picking your child up

#### **Collection of children:**

Children in Reception Class and KS1 must be collected by a parent or a nominated responsible adult. Parents must inform the school office or class teacher if there is any change to the usual collection arrangements.

#### **If you are unable to collect your child:**

If someone else is to collect your child or you are allowing them to walk home on their own, please inform the office. We will only release children into the care of individuals named by the parent/carer and when the adult informs the class teacher.

**If you allow your child to walk to or from school:**

Children who are in KS2 (years 3 – 6) are permitted to walk home from school alone. Parents should ensure their child understands the arrangements for leaving school at the end of the day and that the class teacher is aware of these arrangements.

**After-School Clubs and activities**

Children in KS1 must be collected from the internal foyer at the main entrance at the end of the sessions. You will be advised of the time you can collect your child. If you have given written permission KS2 children can walk home on their own. However we strongly recommend that they be collected after clubs, particularly in the winter months.

**Breakfast Club**

Breakfast Club opens at 8:00am each morning. Children should be dropped off by an adult and enter through the dining room entrance. Children should report to a member of staff to be registered.

**After School Club**

After school club is open daily until 5:00pm. Places need to be booked in advance and paid for via ParentPay. Children are available for collection from the staff supervising the club via the Early Years Entrance. This entrance has its own doorbell.

**Adverse Weather**

See Adverse Weather Policy [Adverse Weather Policy and Procedures.docx](#)