

**All Saints
Church of England Primary School**



Collection of Children Policy

Date of Review: September 2017

Date for next review: Autumn 2020

We are all part of God's wonderful creation and each of us is special.

We will care for and respect:

- our world
- our school community
- ourselves

Finding joy in learning, and

All Saints Church of England School aims to be an inclusive school, rooted in Christian values, to create a secure, happy and stimulating learning environment where everyone can experience success. Effort and excellence are expected and affirmed.

All Saints want to ensure that children feel safe and secure.

As part of our admission procedures we require:

- a list of authorised collectors for each pupil. **Please note: Anyone under 16 years of age cannot legally collect children from the Foundation Stage.**
- emergency contacts that include at least one contact that is different to the parents/carers.
- details of who has parental responsibility and who has legal contact with the child.

This information is stored centrally in the Admin Office. Relevant staff will have this information for use in their own area of the school.

We require written permission from parents informing school of any changes to who will be collecting a child; unless there is a reasonable excuse or emergency. If written permission is not possible then there must be a phone call to school.

If a parent experiences an emergency, and none of the authorised collectors are able to collect the child, the parent must contact the school, and give details of the authorised collector and ideally a password. If the pupil is to be collected at the end of the school day then the office will notify classroom staff.

The following procedures will then be followed:

- The authorised collector must report to the school office (during school day) or the classroom (at the end of the school day).
- They must give the name the child they are collecting and the name the parent / carer who has sent them and given their authorisation. Classroom staff must check with the office if prior notification has not been provided.
- Ideally - a password should be given.

Daily Collection of Children Procedures

All classes will have a list of collection arrangements for their children. This will be available for supply staff and teaching assistants.

When a child is collected from **Reception and Key Stage 1**, the following procedures will be followed:

- Children will be ready with their coats on, bags ready (with letters and reading books / homework) and lunch boxes with them.
- A member of staff will identify the parent/guardian and call the name of the corresponding child to join their parent/carer on a 1:1 basis.
- If a child has not been collected within 10 minutes of the closure of school (i.e. by 3.25pm) then the **procedures for uncollected children** will be followed.

In **Key Stage 2**, the following procedures will be followed:

- In the summer term before the new academic year starts, a letter will be sent out to parents seeking a list of adults who will be collecting their child(ren) at the end of the day (*See Appendix 2*).
- A member of staff will identify the parent/guardian and call the name of the corresponding child to join them, if collected from the classroom.
- The class teacher will remain in the classroom whilst Teaching Assistants (on a rota basis) supervise on the front and back gates.
- Older children in Year 5 and 6 may be dismissed from the classroom to meet their parents in the school grounds. There must be written authorisation from parents. Parents must inform school if they are going to be late.
- Children in Year 6 may walk home unaccompanied by an adult as agreed with their parents. **Parents/carers MUST inform the class teacher in writing by completing the reply slip on the letter to parents, if this is the case.**
- If any children are left uncollected at 3.25pm, the class teacher will then follow the **procedures for uncollected children**.
- Staff will remain outside on the gate until 3.25pm.

If someone comes to the classroom to collect a child, but they are not on the list of authorised people, they must wait until the staff member has finished with the other children in the class. The class teacher will then go to the school office to contact the parent/carer. **The child will remain with another staff member.** If the parent is unavailable then staff must phone the other contacts in the list seeking permission. Only when verbal permission is given will the pupil be able to leave school. The same procedure will be followed if an adult arrives at the school office intending to collect a child.

On occasions older children (under 16 years of age) or older siblings at school can collect younger children. If this is to happen (*with the exception of children in Year R*) we require written permission from parents. This will only be allowed by school on the understanding that the arrangement will be reviewed and if school deems the person not to be a good role model where the younger pupil is not kept safe, school will approach parents/guardians for another suitable arrangement. The letter should be addressed to the Headteacher who will notify the to the class teacher/TA. The Head Teacher will also give a copy to the Admin Officer who will store it in the individual yellow folders in the main office.

Collection of Children Outside of School Hours – Clubs and Other Events

All children attending a school club, e.g. Choir, football, homework, MUST be collected by an adult at the end of the session. Permission slips will include a named person who will collect. The same applies to any other events, such as school discos.

Procedures for uncollected children

The school day ends at 3.15pm. If a child remains uncollected within 10 minutes from the arranged pick up time, and we have received no contact, the class teacher will remain with the child - in the classroom or the teacher will take the child with them wherever they are working.

A message will be left with the office staff to work down the emergency contact list. If we cannot make contact and agree action with the parent or guardian, or arrange for the child to be collected, we will contact the Education Welfare Officer (EWO) (Liz Lumb), 30 minutes after school closure, to inform them of the situation. After one hour and in the unlikely event that The Education Welfare Officer is unavailable, Social Care will be contacted.

The class teacher will remain with, and care for the child, until the situation is resolved. If over 30 minutes, a member of the school's leadership team will remain with the child.

We will inform parents/carers by answer phone message, or if unavailable, will arrange for the EWO to make a home visit.

Under no circumstances are the School Administration Officers or Site Services Officer responsible for uncollected children.

Whilst we understand that on very rare occasions a parent/guardian might be genuinely delayed and therefore unable to collect their child/ren on time; we have the right to make a charge of £10 per hour (or part of) to cover admin and child-care costs on the second and subsequent occasions in any school term when children are not collected on time.

Appendix 1

Collection of Children Summary Statement

- Parents should notify school about who is given permission to collect their children. **Please contact the office (024 7622 4810) with any changes.** We will only let children leave school with adults on this list, unless there is an emergency and the parent contacts with school.
- Years R, 1 -6 Class teachers have a 'Collection of Children Form' (Appendix 2) listing adults authorised by parents to collect children. Children collected from cloakroom doors. **Please note: Anyone under 16 years of age cannot legally collect children from Year R.**
- Years 5 & 6 – with written authorisation from parent, pupils can be dismissed from the classroom to meet parent in an agreed meeting place. If parent is not there, children are to return to their classrooms. (appendix 3 & 4)
- Year 6- with written authorisation from parent, pupils can be dismissed from the classroom to walk home. (appendix 4)
- Any children not collected by 3.25pm will remain with their class teacher until they are collected. At 3.25pm school will contact parents.
- There will be a member of staff on duty on each gate as a point of contact until 3.25pm.
- If a child is not collected 30 minutes after school ends we will contact our Education Welfare Officer for advice. After one hour, and in the unlikely event that the Education Welfare Officer is not available, Social Care will be contacted.
- **With the exception of children in Year R,** if a parent wishes for someone under 16 years of age to collect their child we will need written notification. This applies if an older sibling is collecting a child. Parents should address the letter to the headteacher, who will then notify the class teacher. We will arrange for a copy to be kept on file in the school office. *However, if school believes that this person is not responsible or mature enough to collect a younger child we will approach parents for a more appropriate arrangement.*

We hope this is clear. If you have any questions please do not hesitate to contact the school.

Appendix 2



All Saints - Church of England Primary School

Collection of Children

NAME OF CHILD _____

We realise that sometimes as a parent/guardian you are not always available to pick up your child from school in the afternoons. Therefore, please complete this form to give us written permission to authorise those people you anticipate may collect your child. Of course, if this needs to be changed and a new person added (e.g. childminder) or a person taken off the list, even for a "one off" day due to unforeseen circumstances, this can be actioned by telephoning the School in advance.

As a School we are very security conscious about the children's safety at all time, and it is imperative that we are made aware of any changes to arrangements for collecting you child.

Name of person authorised to collect the above child	Relationship to child e.g. friend, relative, neighbour, childminder etc	Is there a regular day this person will collect and if so, which day (s)?	Contact phone number (in case of emergency)

SOILED CLOTHES / TOILET ACCIDENTS

From time to time it may be that your child has a toilet accident and therefore may need to be cleansed and change their soiled clothes.

Whilst staff in school are able to perform this task, we give parents/carers the option (if they prefer) to come in and do this task themselves. Please complete the form below to show your preference (Please delete as appropriate)

1. I am happy for school procedures to be undertaken regarding changing my child if they have a toilet accident and do not need to be contacted

OR

2. I would prefer if my child has had a toilet accident that the contact person below is telephones and they come into school to cleanse my child and bring clean clothes with them

Contact person's name..... Phone number

Signed _____ Date _____



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Strathmore Avenue, Coventry, CV1 2AF
e-mail: admin@allsaints.coventry.sch.uk
Website: www.allsaintscofe.co.uk
Tel: 024 7622 4810

Headteacher: Mrs Cara Page

Dear Year 6 Parents and Carers,

After discussions with some Y6 parents, we would like to support you to allow your children to take greater responsibility and independence. With written authorisation from you, Y6 teachers will release children from the classroom door to walk independently to an agreed meeting place or if you feel they are ready, walk home on their own.

We understand lives are busy and things do not always run according to plan. Should you be running late, then please ensure you call the school so we can make arrangements. We will also be instructing children to return into school if they go to the agreed meeting point and you are not there. It is important children follow these rules to ensure their safety. If you would like your child to meet you in the school grounds or walk home, then please complete the slip below and return it to your child's class teacher. Your class teacher will keep this authorisation with the collection of children forms in the classroom.

Yours sincerely,

Mrs Cara Page
Head teacher

I give my permission for (child's name) _____

to meet me in the school grounds at the end of the day.

to walk home from school at the end of the day.

Signed: _____



The Best We Can Be



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Tel: 024 7622 4810

Headteacher: Mrs Cara Page

Dear Year 5 Parents and Carers,

After discussions with some Y5 parents, we would like to support you to allow your children to take greater responsibility and independence. With written authorisation from you, Y5 teachers will release children from the classroom door to walk independently to an agreed meeting place.

We understand lives are busy and things do not always run according to plan. Should you be running late, then please ensure you call the school so we can make arrangements. We will also be telling children to return into school if they go to the agreed meeting point and you are not there. It is important children follow these rules to ensure their safety. If you would like your child to meet you in the school grounds, then please complete the slip below. Your class teacher will keep this authorisation with the collection of children forms in the classroom.

Yours sincerely,

Mrs Cara Page
Head teacher

I give my permission for (child's name) _____ Y5 to meet me in the school grounds at the end of the day.

They are aware they should return to school if there is no-one to meet them

Signed: _____

