

## **Pupil Collection Policy**

On enrolment of any pupil a form requiring parental appointment of adults to collect their children is sent home. This form is called the 'Collection authorisation form'.

These forms are kept by the school office staff and the data is used to produce a class list of adults with parental authorisation to collect their children at home time each day.

Only the adults named on the form are allowed to collect a child.

### **Unauthorised Collection**

Should someone not on the list arrive to collect a pupil, the school office is asked to ring the pupil's parents to ascertain why this is so or receive permission to release the child as needed.

From time to time parents need to give authorisation for a new adult to collect their child. They are asked to ring the school if the period of notice is short to ensure class staff members are notified of the change. They will not release the pupil otherwise.

### **Home time collection expectations**

School ends at anytime from 2.30pm for KS1 and 3.30pm for KS2 Monday to Friday. Class staff members are also asked to only release younger pupils when each adult has approached the home time exit point to collect a child, to ensure each child safely reaches the intended adult.

Parents and carers waiting to collect children are asked to wait in the playground actively supervising any children they have already collected. The school will not take responsibility for any accidents or incidents occurring after school hours involving children who have been collected and in the care and responsibility of a parent or guardian.

Carers must be over the age of 16 in order to collect a child.

Pupils who are not attending an after-school club and scheduled to be collected at the usual time but have not been collected by 10 minutes past home time are taken to the 'Late Room', year 1 or 4 class, to be supervised by a member of staff whilst they wait for their parents or carers to collect them.

Parents should call the school to explain their late arrival. However if circumstances have prevented this from happening, a school staff member contacts the parents of such children, using the contact information they previously supplied to the school.

## **Monitoring & Review**

It is the responsibility of the Head Teacher to ensure the implementation of this policy and to review it every two years.