

Bosvigo School



Guidance for the Collection of Children

BOSVIGO SCHOOL GUIDANCE FOR THE COLLECTION OF CHILDREN

Aims

This policy will outline the procedure to be followed at the end of the school day so that roles and responsibilities are clear for all pupils, staff and parents and that all children are safely released.

Purpose

This will ensure that our children are handed over to the relevant club/afterschool care that they have been booked into, or are collected by the parent/carer by an agreed time. All children remaining after the designated pick up time and not booked into clubs will be taken by their class teacher to our Wraparound Care facility whilst contact is made with parents.

The process will be clarified for each of our four phase teams:

Foundation:

- 3.00pm Children to put on coats, collect lunchboxes and reading folders.
- 3.00pm Children booked into Wraparound will be collected from their class by a member of Wraparound staff .
- 3:10pm Children will be accompanied to Chapel Hill playground and released individually to awaiting parents/carers.
Children registered for clubs will be escorted to their club by their teacher.
- 3:20pm All uncollected children will be accompanied by their teacher to Wraparound.
- 3.25pm Teacher will go to the office to contact parents/carers for uncollected children.

Roles:

Wraparound staff to collect from Foundation Stage to register and accompany children to Wraparound.
Teacher and TA to release children and remain in the playground until 3.20pm. Any uncollected children will be taken directly to Wraparound and children booked into clubs will be escorted to their club by a member of staff.
Wraparound staff to add children to register – charges will be applied in the event of regular late collection.
Teacher to return to the school office to contact parents/carers.

Key Stage 1:

- 3.05pm Children to put on coats, collect lunchboxes and reading folders.
- 3.05pm Children booked into Wraparound will be collected by a member of Wraparound staff.
- 3:10pm Children will be accompanied to Chapel Hill playground and released individually to awaiting parents/carers.
Children registered for clubs will be escorted to their club by their teacher.
- 3:20pm All uncollected children will be accompanied by their teacher to Wraparound
- 3.25pm Teacher will go to office to contact parents/carers for uncollected children

Roles:

Wraparound staff to collect children booked in from Key Stage 1 to register and accompany children to Wraparound.
Teacher to release children and remain in the playground until 3.20pm. Any uncollected children will be taken directly to Wraparound and children booked into clubs will be escorted to their club by a member of staff.
Wraparound staff to add children to register – charges will be applied in the event of regular late collection.
Teacher to return to the school office to contact parents/carers.

Lower Key Stage 2:

- 3.15pm Children to collect coats, lunchboxes, etc. and return to class to line up.
- 3:20pm Children for Wraparound to be standing at the front of the queue.
Children going to clubs to stand in queue behind those heading for Wraparound.
Children released to walk themselves to Wraparound for registration.
Children released to walk themselves to their pre-planned after-school activity.
Children going home to be accompanied by their class teacher into designated playground.
- 3.30pm All uncollected children will be accompanied by their teacher to Wraparound.
- 3.35pm Class teacher to school office to contact parents/carers for non-collection.

Roles:

Wraparound staff to be waiting in Wraparound with register for children released from Lower Key Stage 2. Teacher to release children and remain in the playground until 3.30pm. Any uncollected children will be taken directly to Wraparound by their class teacher.

Wraparound staff to add uncollected children to register – charges to be applied in the event of regular late collection.

Teacher to return to the school office to contact parents/carers.

Upper Key Stage 2:

3:20pm Children to be released from classroom by teacher into designated playground.

Children to take themselves to Wraparound.

Children to take themselves to their pre-planned after-school club.

3.30pm All uncollected children will be accompanied by the duty teacher to Wraparound.

3:35pm Duty teacher to contact parents/carers for non-collection.

Roles:

Wraparound staff to add children to register – charges to be applied in the event of regular late collection.

Duty Teacher:

The Duty teacher is responsible for sweeping the playground and locking the gate at 3.30pm and escorting any children remaining in the playground to Wraparound. The duty teacher is then responsible to contacting those remaining children's parents.

Teachers running clubs:

If a teacher is running a club and there is a parent/carer that needs to be contacted due to late pick up, the name of the child will be passed onto a member of the office staff who will contact the parent on behalf of the teacher. (The child will already have been taken to Wraparound).

Designated playgrounds:

All children are released into Chapel Hill playground with the exception of Classes 7,10 and 11, who are released into the Bosvigo Road Playground.

Parental consent:

Written parental consent is required for all children leaving the premises unaccompanied and includes those children meeting parents outside the blue gate. This consent will be included with the annual parental consent form, but is available at any time from the school office and the school website.

Afterschool clubs:

Children attending after-school clubs will be released individually to parents through the designated location. Those children who have been booked into Wraparound after they have finished a club will be collected by a member of the Wraparound staff at that point. Any uncollected children remaining 10 minutes after the end of the club will be taken to Wraparound by the club teacher/supervisor unless prior consent has been given for them to leave unaccompanied. The teacher/supervisor running the club will then contact the parent/carer to advise that the child is in Wraparound.

Lists are completed for extra-curricular clubs and children are expected to attend. However, a formal register is not taken. If children do not turn up as expected there will not be a telephone call to the parent/carer. If a child does not regularly attend, and does not notify the club leader of their absence, it is at the teacher's discretion to offer their place to others on the club waiting list. The place will be reallocated and the place will no longer be available. Please make sure that if your child is unable to attend a club they make their best effort to notify the club leader.

Punctuality

In order for this procedure to be successful, we recognise that good timekeeping is required by all parties. As a school, we will therefore endeavour to release children on time from their classes.

This guidance document will be reviewed annually by the Learning and Development Committee of the Governing Body.

Next Review: December 2013