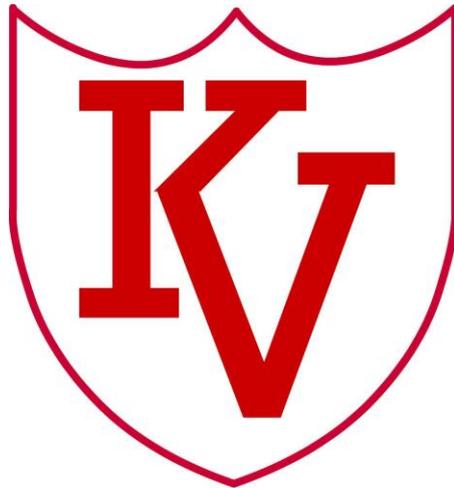


# Knowsley Village Primary School



‘RESPECT FOR ALL’

## Collection of Children Policy 2017-18

Agreed by Staff	September 2017	
Ratified by Governing Body	Autumn 2017	
Review Date	September 2018	

## **Mission Statement:**

'Small School, Big Vision'

Our school vision is to create an outstanding school that improves pupil's life chances and prepares for lifelong learning in the 21<sup>st</sup> Century.

To achieve this we will prioritise key principles and values across the school.

### Key Values

- **Responsibility**
- **Expectation**
- **Success**
- **Perseverance**
- **Enthusiasm**
- **Care**
- **Teamwork**

### Key Principles:

- **Outcomes for Children and Learners** - We will set high expectations for all our pupils which we will reinforce constantly as they go through school. We believe children can realise their potential with the right teaching and support.
- **Personal Development, Behaviour and Welfare** - Our school is characterised by a respectful, caring and orderly environment. Behaviour in lessons is exemplary so that teachers can teach and children can learn. Behaviour outside of lessons is one of friendship, care, teamwork, smiles and laughter.
- **Teaching, Learning & Assessment** - Nothing is more important than the excellent teaching, underpinned by high quality professional development. We make intelligent and appropriate use of data to improve teaching, learning and the curriculum to ensure that no child is behind or stuck. We draw on evidence and experience of the best ways to achieve excellent outcomes for all children.
- **Leadership and Management** - We will be a small school so that every child is known well by every member of staff. Positive relationships and communication between pupils, parents, staff and the community will reinforce and develop further a culture of excellence and commitment to all learners.

***"Knowing the way, going the way then showing the way."***

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this statement is in line with the Equality Act 2010.

## **INTRODUCTION**

This policy is to provide guidelines for parents/carers, authorised persons, governors and staff in relation to their responsibilities for the delivery and collection of children to school. Safeguarding is paramount. The policy will be reviewed yearly and safeguarding amendments made as necessary.

## **AIMS OF THE POLICY STATEMENT**

The aim of this policy is to:

- Ensure the safe delivery and collection of children being cared for or educated on our premises.
- Encourage families to deliver and collect their child/ren on time.

## **DEFINITIONS**

**Authorised person:** A person for whom the parents/carers have given authority to the school to collect the child. This must be agreed with the school. Authorisation can be given verbally or written.

**Late collection:** When a parent/carer or authorised person collects their child/ren from the school after 3.30pm or after a designated finishing time for an after school club and is placed in After School Club, the authorised person will be informed that they will be charged the full session price (£7.50).

## **RESPONSIBILITIES**

**The school is responsible for**

- Providing parents/carers with a copy of this policy as requested
- Being available to assist in the situation of the late collection of a child or an early pick up
- **Receiving authorisation the Headteacher first and in their absence the Senior Leadership Team if children need to go home early for whatever reason, appointment, illness, accident.**
- Not letting the child go with a different person, unless school has been informed (verbally or in writing) and the teachers will ensure the child can confirm who it is picking them up.
- Organising passwords/codes if required.
- The Headteacher and Senior Leadership Team will investigate seriously and promptly any causes for concerns.
- Staff and parents must inform the Headteacher immediately of any safeguarding situations.
- On entry to school between the hours of 8:40 am and 3:30 pm the supervision of children on the premises becomes the responsibility of the staff.
- This time is extended if the children attend an after school club. After school club finish at 4.30 pm.

### **Parents/guardians are responsible for:**

- Collecting their child promptly at the conclusion of the day/session.
- Ensuring their child (FS, KS1 and KS2) are signed out and back in when they go home for lunch or leave school for an appointment **via main entrance**.
- Ensuring the child/ren's enrolment form includes details of persons who have lawful authority to collect the child/ren (usually the parents/carers) and any other persons authorised to collect the child/ren.
- Informing school of any change, organising where necessary safeguarding procedures such as code words when necessary eg collection by taxi.
- Providing contact numbers if attending an after school club.
- Written permission from parent to walk home at Upper KS2.

## **ORGANISATION**

### **Delivery of pupils to school**

- Parents must ensure that their child arrives at school on time.

### **Late delivery**

- Parents of all pupils who arrive late or return for whatever reason must enter school via the main office and sign their child in with a valid reason.

## **LATE COLLECTION OF A CHILD**

### **Staff are responsible for:**

- In the situation where the parents/guardians or authorised person is late in collecting their child/ren and has not notified the school that they will be late, the staff member/SLT is responsible for contacting parents/guardians and, if they are not available, contacting the other persons authorised to collect the child/ren on the child/ren's enrolment form requesting that they collect the child/ren as soon as possible.
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### **The parents/guardians/authorised persons/carers are responsible for:**

- Informing, as soon as reasonably possible, that their child will be collected late, the reason for this and an approximate time for collection. Children should be collected from the main entrance.
- Ensuring that late collection is not a regular occurrence.