

Moorside Primary School



Drop off and Collection Policy

MOORSIDE PRIMARY SCHOOL

PURPOSE, VISION & VALUES



Our Purpose

Moorside Primary is a school at the heart of our diverse community in the West End of Newcastle.
We pride ourselves in belonging to a caring school community where everyone is welcome.
We strive to deliver an outstanding education for all our children.
We help everyone to become caring and active citizens.
We encourage everyone to thrive and achieve their full potential.

Our Vision

We want everyone in our school to work together to make us as good as any school can be.
We want to create new opportunities for everyone to succeed.
We want to create a culture which broadens all of our horizons.
We want everyone to be able to tackle the challenges we will face in an ever-changing world.
We want all of our children to effectively engage with each other and with our community.

Our Values

We all believe...

Our local community deserves a school they can be proud of.
We are a caring community where everyone is welcome.
We all value, respect and support each other.
Our community has the right to be safe and healthy.
Our children should have the chance to enjoy and be enthused by their time in our school.

We all agree...

Everyone will always try their best and take pride in all that they do.
Everyone will demonstrate good manners at all times.
Everyone will respect each other and show consideration.
Everyone will respect and care for our environment and resources.
Everyone will celebrate each other's successes and achievements.

Child-friendly expectations are to be used in class and around school.

They are:

Learn and let others learn.
Celebrate what makes us special and respect our diversity.
Look after each other and our environment.
Solve problems calmly and cooperatively.



Introduction

To safeguard our children, it is essential that all children arrive at and leave school in the care of a responsible adult. We understand that family arrangements may require flexibility, and some children may be cared for by different adults known to the family after school. This policy sets out the expectations and procedures to ensure safety at drop-off and collection times.

General Collection Arrangements

- Children are to be collected at the end of the school day from their child's class teacher or the teacher supervising the class at the time.
- Children must inform their teacher when their agreed adult has arrived to collect them.
- Children will not be released to any adult if they are showing signs of distress or if the teacher believes the adult is not in a fit state to ensure the child's safety; in such cases, the Designated Safeguarding Lead (DSL) will be informed immediately.
- Staff will not release children to anyone who looks under the age of sixteen and this will be challenged by the staff member in charge before being directed to SLT.
- Once a child has been collected, responsibility for their welfare rests with the adult collecting them.

Supervision in the School Grounds/Outside Gates

- No staff supervision is provided before 8:45 am unless children are attending Moorside Primary School Breakfast Club (Reception classes to Year Six).
- Parents/Carers are responsible for their children until school doors open and must wait with their child in the playground until staff open the gates leading to the Key Stage Two main doors and the EYFS gate leading to Nursery and Reception classroom doors.
- Children must not be dropped off and left unsupervised outside the school gates.
- Children with written home-alone permission are exempt but cannot be responsible for younger siblings before or after school.
- Children will be dismissed from school by Senior staff at the most appropriate point after school to ensure safety when mass crowds are exiting the building.

Late Arrival Procedure

- Children arriving after the gates have closed must be accompanied by parents/carers to the Parent Advisor or a member of staff on the gates and for EYFS to the school office.
- Parent/ carer must provide a reason for lateness.
- The child will then proceed directly to class and be marked late by the office staff.
- Children will be allocated a lunch by SLT and will not automatically receive their first choice due to numbers having already been given to the kitchen.

Late Collection Procedure

- If a child is not collected at the end of the school day, they will be taken to the Head Teacher/SLT.
- The SLT/office staff will attempt to contact parents/carers, then emergency contacts if parents/carers are unavailable.
- Persistent lateness will be monitored and may be referred to Social Services.
- Late collection from clubs may incur additional charges and could result in suspension from the club.

- Parents/carers must provide clear verbal or written permission to the main office if someone other than a parent/carer will collect their child and the office staff will inform the Head Teacher/SLT of this. A description of the person collecting should be given if they are unknown to staff.
- The Head Teacher/ SLT may request identification if unsure about the adult's identity.
- When on the yard at end of the day, in case of uncertainty, staff will escort the child to the main office to Head Teacher/SLT who will then contact parents/carers.
 - If parents/carers cannot be reached, the uncollected child procedures will be followed.
 - Children will only be released to young people aged sixteen or over (including older siblings) if the Head Teacher/SLT deem it safe and reasonable.

Children Travelling Home Independently

- Children in Year Five and Year Six (from autumn term) may leave school independently with written parental/carer consent and Head Teacher approval.
- The school maintains a register of children permitted to travel independently.
- No child is allowed to leave school independently without agreed permission.
- If a child does not arrive home as expected, parents/carers must notify the school immediately.
- This permission applies only to normal home time; early or late departures require collection by a responsible adult, sixteen years of age or over with as much notice given as possible.

Early Collection Procedure

- Parents/Carers must notify the school in advance (as soon as they are aware of any appointment) if a child needs to be collected early, via email or phone.
- Parents/carers must report to the school office upon arrival and complete the appropriate form.
- Office staff will inform the Head Teacher, and parents/carers should wait in the office area for their child.
- Requests for early collection will be monitored to ensure they do not become regular occurrences for the same children due to key learning being missed.

Parental/Carer Responsibility

The school respects the legal rights of those with parental/carer responsibility to collect children. In disputes over collection arrangements, parents/carers must notify the school of agreed arrangements. The school will comply with any relevant court orders but is unable to prohibit individuals with parental/carer responsibility from collecting their children.

Appendix 1- Walking to and from school (Child in Year Five or Year Six).

Please tick boxes as appropriate

- ☐ I wish to inform you that my child will be walking from home to school on a regular basis.
- ☐ I wish to inform you that my child will be walking home from school on a regular basis.

Brief details of the route my child will take (optional):

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Parental Agreement

I confirm that my child is suitable to walk home, knows how to keep him/herself safe and is able to deal with emergencies.

I confirm that my child understands that if they are worried/ concerned or something has not gone to plan that they should return to school to seek help.

I will notify you immediately should this arrangement change.

I have read and understood the guidelines, systems and reasonable precautions set out in the Drop Off and Collection Policy.

I can confirm I have parental/Carer responsibility. I understand that this is my own decision and that the school is not responsible for my child once they have been released.

Child's Name.....

Class.....

Start Date.....

Parent's/Carer's Name/s

Parent's/Carer's Signature/s.....

Appendix 2 – Special Drop off and Collection Arrangements

Date:

Dear Parents/Carers

I can confirm a special collection arrangement has been discussed between myself, and the Head Teacher/SLT on, Date: .

Details of agreed arrangement:

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I, as the parent/carer, accept full responsibility for their welfare while walking home from school. I will notify you immediately should this arrangement change.

I have read and understood the guidelines, systems and reasonable precautions set out in the Drop Off and Collection Policy. I can confirm I have parental/carer responsibility, and I understand that the school is not responsible for my child once they have been released.

Child's Name:

Class:

Parent/Carer:

Parent/Carer Signature:

Date:

Staff name