

SCH0010	Reviewed: October 2018 Review Group: College	 Alder Bridge Steiner-Waldorf School
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Pupil Arrival and Collection Policy

Purpose

The purpose of this policy is to provide guidelines to parents when delivering children to Alder Bridge and collecting children at the end of the morning and afternoon sessions.

Scope

The policy applies to all Kindergarten and School children and has regard to the Alder Bridge Policy for Absence and Registration.

Responsibilities

Bringing Children to Kindergarten and School

Children should arrive at Kindergarten between **08.50 and 09.00am**. Parents are responsible for Kindergarten children until the children are handed over to the Kindergarten teacher.

Children should arrive at School by **08.50am** - at which time the school bell will be rung. Parents are responsible for their school children until the bell is rung.

At the beginning of the day teachers are able to answer quick questions or worries but are unable to discuss matters in depth. They will be pleased to make an appointment to meet with parents at a later time.

Parents choosing to let their child walk to and or from school independently should assess the risk associated with the school route and their own child's confidence, The most important factor to consider about the suitability of a child walking to school alone is any risk to the child. We ask that parents inform the school if their child(ren) will be travelling to and or from school independently.

Where a child is dropped off or arrives at school early, the school will ensure to a reasonable extent that there are no inherent dangers, in line with the Education Act 2002.

Supervision will be in place on the school site before the beginning of the day from **8:40am**. Where pupils arrive before this time, the school cannot take responsibility as there will be no supervision in place until the site is officially opened, via the side gate, at 8:40am

Please Note: In the interest of site security, the school gate will be locked at **9am** and reopened at **3.25pm**. All visitors and parents arriving between 9am and 3.25pm must enter through the main front door and report to the School Office.

Late Arrival

Lower School children arriving after 9am will either be escorted to the school by Office personnel with or without their parents depending on the age, confidence, maturity of the child. Parents/carers are required to sign the Late Arrival log to sign their child in.

All kindergarten late arrivals will be escorted to the kindergarten. Parents are requested to make a quick drop off to avoid disrupting the session. Kindergarten parents of children aged 5 years or older are also required to sign the Late Arrival log.

Collecting Children after Kindergarten and School

The Kindergartens have a statutory obligation to arrange a secure collection process for children at the end of their Kindergarten sessions, and as part of the Admissions process parents are required to complete a 'Collection Arrangements Form'. There is a 'Change in Collection Form' for planned changes and in emergencies the parents must contact the school office to notify them of changes.

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Alder Bridge School requires parents to follow the same procedure for school children in classes up to Class 5, although there are currently no guidelines or any legal requirements for the school to provide a secure process for the collection of school children after school hours.

Collection Arrangements details will be held electronically by the school and sent to parents once a year for information, allowing changes to be addressed.

The School has a duty of care to ensure that all children are reunited with their correct parent or guardian and leave the school safely, and have adopted the following guidelines:

1. Parents are asked to make every effort to collect children on time:
 - Lower School **1.15pm or 3.30pm**
 - Kindergarten **1.15pm or 3.30pm**
2. The arrangements for collecting children are the responsibility of the parent or guardian.
3. Arrangements should be made in advance of the school day, and children should be clear about such arrangements. The child and the child's teacher should know who would be collecting him/her from school.
4. Children are allowed to leave the teacher's care only if their parents or guardians are there to collect them **OR** if the parents have arranged in writing that their children are to travel independently – this is to be done using the Independent Travel Form (available from the school office) or are in Classes 6, 7 or 8. Kindergarten children must be collected from their coat room, except if later than 3:40pm.
5. The School and Kindergartens follow a **'No stay and play Policy'** – this means that parents/guardians are required to take children off the school grounds as soon as they are collected. Parents will be notified of special arrangements in the case of after-hours events such as music lessons, fundraising stalls, etc.
6. It is essential for the parent / guardian to contact the school immediately if they know that they will be unavoidably delayed, or if another adult is collecting the children from school.
7. For security reasons, children can only be collected by one of their parents, guardians or persons authorised. Telephone authorisation can be accepted provided a proof of identity is presented to the school and can be verified. For ad hoc changes the 'Changes in Collection Form' must be completed.
8. Children will remain with the teacher on duty and if parents/guardians are more than 10 minutes late teacher will inform the School Office who will attempt to contact the parents/guardians.

If a Child is not collected from School or Kindergarten:

1. If a child is not collected by 3:40pm they will be taken to a Lower School classroom, including kindergarten children, where they will wait with a teacher.
2. The School Office will ring both the child's home and emergency contact numbers. If there is no reply they will continue to try periodically.
3. The School Office will advise the Designated Safeguarding Lead (or Deputy) if contact has not been made.
4. After 30 minutes if the child remains uncollected and staff have not been able to speak to parents or an emergency contact, the Designated Safeguarding Lead (or Deputy) has a duty to contact Social Services.
5. The DSL or Deputy will stay on site with the child and await further instructions from Social Services.
6. All parents, carers and members of staff should be made aware of this policy.

Approved By:

Next Review Date: October 2019