



# Guyhirn Church of England Primary School & Pre-school

*Member of the Diocese of Ely Multi Academy Trust*

## Drop off and collection policy

This policy was ratified on:	22 <sup>nd</sup> March 2022
Reviewed:	March 2023, 2024, July 2025
To be reviewed:	September 2026

### Our Vision

**Agape – To live, to learn, to love together**

Through our Christian values we aim to inspire all of our school community to show equality and tolerance to all in a safe, challenging environment.

Developing resilient, aspirational and compassionate individuals who are enthused by all faiths and lifestyles showing faith and belief in one another.

*“Live in agreement with one another. Do not be proud but ready to mix with everyone. Do not think yourself better than others.” - Romans 12:16*

*“An intelligent heart acquires knowledge, and the ear of the wise seeks it out.” - Proverbs 18:15*

*“Love the Lord your God, and love your neighbour as yourselves.” - Matthew 22:37*

### Our Values

We are a small, family centered Church of England Primary School that is committed to promoting our Christian values of Thankfulness, Compassion, Creativity, Peace, Hope, Endurance, Forgiveness, Tolerance, Kindness, Respect, Trust and Friendship each linked with the core value of Love.

We are determined to create an inclusive culture of learning where everyone will be challenged in their thinking, to succeed to the best of their abilities and strive to become lifelong learners.

We will empower our children to become respected citizens to enable them to make valuable contributions locally, globally and to contribute to our world's sustainable future.

### Rationale

The need for the school to devise a child drop off/collection policy is to:

- Ensure each child is safe when on the school grounds.
- Clearly outline the drop off/collection procedures to the school community.

## **Aims**

- To safeguard all children in the school.
- To ensure all staff have up to date information
- To ensure no child is unaccounted for at any time.
- To ensure all staff are up to date with child drop off/collection procedures and arrangements.
- That the school community is aware of the appropriate drop off/collection procedures.
- To provide a well organised and safe signing in and out procedure.
- To encourage children to take responsibility for their own safety and the safety of those around them.
- To ensure effective partnership between school and parents/carers.

## **Guidelines for dropping off**

- School gates are opened at 8:25am. You are able to wait with your child on the playground until the pre-school doors are opened at 8:45am. Parents remain fully responsible for their child during this time and must encourage safe use of the playground. Please note that pre-school children are not permitted to use the gym equipment. School gates close at 9:00am. Any children arriving after this time must be taken to the main reception where a member of staff from the school office will sign them in.
- There will always be a member of school staff on duty at the front entrance to welcome the children in. If you wish to speak to a member of pre-school staff at drop off, we kindly ask that you wait until all children have safely entered the pre-school and then the member of staff on the entrance door will come and speak to you.
- If parents require access to the school office in the mornings, they must exit the playground and access the school via the main entrance.
- For children attending an afternoon session, please wait in the main entrance of the school and a member of pre-school staff will come and collect your child. *It may be the case that staff members are also dismissing children at this time so we thank you for your patience.*

## **Guidelines for collection**

- Pre-school children must be collected promptly at 11:45am if attending a morning sessions or 2:45pm if attending an afternoon or all day session.
- Pre-school parents have a unique password to be used if anyone other than the usual parent/carer will be collecting their child and parents/carers need to make staff aware that someone different will be collecting. No child will be allowed to leave the school premises with anyone who cannot confirm the correct password.
- At the point of collection the responsibility for the care of the child is passed to the parent/carer/designated adult.

## **Late Collection Procedures**

Parents/carers share in the responsibility to work with school and pre-school to ensure their children are safe and in the care of a responsible adult. Parents should notify the school immediately if the person collecting the child may be late. If the school has not been notified the following procedure will be implemented:

- Changes to normal collection routines will be checked.
- Parents/carers will be contacted on their mobile, home and work numbers.
- Emergency contacts that have been provided by the parents/carers will be telephoned.
- The child will stay at school/pre-school in the care of a member of staff until the child is safely collected.
- If a parent/carer is late in collecting their child, they should go to the main office to collect them.
- At no time will a member of staff take a child to their home or at no stage will they leave a child alone in the building.

Children are expected to be collected promptly at the end of their session. It is the parent/carers responsibility to inform staff members of any changes to whom is collecting and provide whoever is picking up with the collection password. In unavoidable circumstances of lateness please ensure you contact the school office as soon as possible so that staff can reassure your child. Unreasonable and/or persistent lateness may, regrettably, result in a late charge fee of £5 per every five minutes that you are late for remuneration of staff time. Late fees will be added to your MCAS account and would need to be paid before the end of each half term.

In the event of a child not being collected from school and the school/pre-school being unable to contact any emergency contacts or receiving no notification from the parents/carers within 1 hour of the end of the school day, the school will follow its child protection procedures as outlined in the Cambridgeshire County Council 'Protocol for Dealing with Children Not Collected at the End of the Day / Activity'.

### **Early Collection of Children Procedures**

In the instance that a child needs to be collected before the end of their session, we kindly ask that parents/carers make staff aware of this either at drop off or via telephone call prior to their collection. This allows staff sufficient time to ensure all belongs have been collected. At the time of early collection, parents/carers must report to the school office. Parents/carers are required to sign the child out with the time the child is being collected. Office staff will notify pre-school staff that the parent/carer has arrived to collect the child. Parents/carers are kindly requested to wait in the foyer area for their child to arrive from pre-school.