



## After School Arrangements and Late Pick-up Policy

**Rationale:** Due to the geography and context of our school, there are a range of issues facing us in order to ensure that children reach their destination safely at the end of the day. This document is designed to clarify procedures relating to these matters. It also offers guidance on what to do in the instance that a child is not collected at the time specified by the school and or the child's parents or carers.

### After School Arrangements

#### Class teachers

The class teacher should be aware of the usual collection arrangements for the children in their care. They should be made aware as a matter of urgency of any changes to the routine for any child in their care, and this should be instantly noted, and the child informed.

#### End of the school day

The class teacher will refer to their distribution list and send the appropriate children by name to the lines for the bus, walking bus or Casper, or the assembly point for clubs, prior to dismissing the children who walk home. Younger children (years R and 1) should be accompanied to the hall by the class teaching assistant.

#### **Class R, 1 and 2**

Children who are not on the bus, Walking Bus or Casper lines will remain in their classrooms until the class teacher or teaching assistant identifies the parent/guardian and individually hands the child over. Children will be forbidden from leaving school without the teacher's permission.

#### **Class 3**

Children will be brought to the door between the year2/3 toilets by their teacher. They will be handed over individually by their teacher in the same way as class R, 1 and 2.

#### **Class 4 and 5**

Children will be brought to the playground by their teacher. Class 4 will assemble on the near side of the ball wall, and class 5 on the far side. All children will be handed over individually to their parents.

#### **Class 6**



Children will be brought to the playground by their teacher. The teacher will remain vigilant and any child who has not been collected will be instructed to wait with Mrs Rowland. However, the children need to be aware of their responsibilities in year 6, and these include being aware of how they are due to travel home, (accompanied or unaccompanied) and the correct procedures to follow.

## **Weekly Distribution Lists**

Parents will be asked to complete a slip and return it to school prior to the start of term, 3 times a year. This will indicate to the office their child's normal method of leaving school and will be in the format Mon-Fri. This list will then be collated for each class teacher and they will be distributed weekly. Any permanent changes will added in the office and will be reflected in an updated weekly distribution list. If there is a temporary or short term change (e.g. a parent rings up and informs the office of a change of arrangements for that day only), then the office will inform the class teacher immediately and their distribution list should be manually altered. After school clubs will need to be arranged in advance for the academic year wherever possible, so that lists can be as accurate as possible. The teacher should use their list at the end of the day to check that pupils are going to the correct destination.

## **Codes will be as follows:**

**C=collected by parent or guardian**

**UC-child has had written permission to walk home accompanied.**

**WB=walking bus**

**ASC=Child attending Casper after school club**

**FC/NC etc. = Football Club, Netball Club etc.**

**B =Bus**

These distribution lists should also be used to inform the registers in the hall.

Responsibilities to ensure system works successfully

## **School Office**

- Produce and distribute parental forms to indicate usual destination for Monday-Friday.
- Produce and distribute after school club letters. (to be arranged by teachers during term 6)
- Provide an electronic means of return. (e.g. e-mail)



- Collate by the start of terms 1, 3, 5.
- Produce a master copy for office and DM, and class lists for all classes.
- Amend master lists, which will inform the teacher lists of any permanent changes.
- Distribute weekly lists to teachers and for the hall registers by Monday of each week.
- In the case of urgent or temporary changes following parental communication, the class teacher should be personally informed, and their distribution list amended.
- Amend the hall registers where appropriate.
- Prioritise phone calls/text messages in the case of forced changes to school clubs and await a response-no child to leave school until a response has been received.
- Ring parents of children who have not been collected at the end of the day or where there may be a query over their destination and await a response before allowing children to leave premises.

## Teachers

- Use the list daily to ensure children reach the right destination-be ready to do this at 2:55
- Send the "hall" children first at 3PM so that they can leave promptly following registers.
- Keep the list in an accessible place in their classroom so that the office can make changes quickly and without disturbing the lesson.
- Check the list for any changes made during the day at 2:55
- Remind the children of their responsibilities.

## Gate Supervisor

- Mrs Rowland's job is to supervise any children who have not been collected at the end of the school day.
- Children will be brought to Mrs Rowland by the class teachers in the event that they have not been collected.
- Mrs Rowland will then wait with the children until 3:10 to await collection.
- After that point, if the child has still not been collected, they will be brought by the gate supervisor to the office, who will then sit the child behind the security door and call the child's parent. She will keep a list of any children who are regularly not collected on time.



## Headteacher

- The Headteacher has overall responsibility for ensuring that all children are collected safely from school.
- He will monitor and review the implementation of the system at least termly, and feedback during staff meetings, office meetings and through TA meetings.
- The Headteacher (or whoever is deputising) will take over the supervision of any children who have not been collected after the office staff have gone home. In the event that no response has been received from parents/guardians by 5:15 (in the case of a 3:00PM school finish) he will contact the relevant authorities.
- The Headteacher will intervene in the case of children who are regularly not collected on time.

## Parents

- Parents will be responsible for completing the information forms and returning them promptly to the school office
- Parents will notify the school of their child's choice of after-school club. This should be a serious decision and the parent should expect their child to attend if a place is allocated.
- Parents should provide at least a weeks notice, when possible, of a change in arrangements for after school collection.
- In the case of a change to arrangements that need to be made on the day, parents should ring the school and clearly state the changes to the arrangements. In the case of an answerphone message, the school will confirm receipt of the message. If the parent does not receive confirmation from the school, they should contact the school again. Where the arrangement affects CASPER, both organisations should be contacted.
- Parents will be made aware of the importance of the correct information being received by the school.
- If an adult other than the child's parent is to collect the child, either permanently or as a one-off, the school should be made aware and given a description where necessary.
- Parents will be asked to show patience with the school staff as they attempt to ensure that children are delivered to them safely.
- If a child is being collected, then parents should be encouraged to ensure that they leave the school premises promptly following collection to avoid any confusion.

## Pupils



- Pupils will understand the arrangements and be reminded of their responsibilities in class and during assembly.
- Pupils who are sent to the hall will do so promptly and quietly. Once in the line, they should not leave it without permission from an adult.
- Pupils will not change arrangements for their return home.
- Pupils who attend after school club should take this privilege seriously and attend if selected  
(See note on after school clubs below.)
- Pupils who walk home unaccompanied should do so promptly and safely.

### **Specific Instructions for After School Clubs**

1. Teachers will plan after school club provision for the year ahead during term 6 and inform the Headteacher. If numbers are limited they should also inform the head.
2. The list, term and numbers of pupils will be collated by the office and parents will be sent a revised letter to complete, prior to the end of term.
3. Pupils will not be permitted to sign up for more than one club on the same evening-a commitment needs to be made.
4. Pupils will be expected to attend the after school clubs once they have signed up. A written note will be expected to be presented if a pupil is unable to attend a session. Unless there is a good reason, if a child fails to attend on two occasions a term, they will be removed from the club and a child on the waiting list will replace them. Parents will also be notified that the child's attendance at after school clubs is dependant on their good behaviour at the club.
5. Any child who does not provide a written note to the office, and then fails to attend the club, will be suspended from the club for the two subsequent sessions.
6. The class teacher will be responsible for the register of pupils. Any unexplained absences should be reported to the office immediately for them to follow up.
7. At the end of the club, pupils should assemble at the doors between the class 2 and 3 toilets. The teacher will hand them over to their parents individually. Children should not wander off and children due to attend Casper will be accompanied there.
8. A member of the SMT or another senior member of staff should be on the school site until all the children are collected.
9. For supervision guidelines relating to Sports fixtures see separate guidance.



## Late Collection Guidance

### Aims:

- To minimise the possibility of late collection
- To establish clear procedures in the event that a pupil is not collected at the end of the school day.
- To follow up the non-collection to minimise the possibility of it happening again.

### Collection Arrangements

It is the parent/carer's responsibility to ensure the school is notified immediately when it becomes apparent that they or the person collecting the child may be late. If a parent/carer wishes for their child to be collected by somebody who does not have parental responsibility for him/her, whether this is a regular arrangement, emergency or a one-off situation, the parent/carer must inform the school office verbally or in writing.

It is equally important that the relevant staff are informed that a parent has notified the school of late collection and arrangements made for the care of the pupil - This will then inform the school's 'End of Day Arrangements' outlined above.

### Suitable person / Identification of Individuals

It is essential that parents nominate a responsible person to pick up their child if they are unable to do so themselves. It may not be deemed appropriate for another primary school aged child to have this responsibility and it would be a judgement call based on the age and maturity of any other young person under the age of 18 (i.e. when the person becomes an adult).

If staff feel that the person collecting a child may be under the influence of either alcohol or drugs and the safety and wellbeing of the child may be compromised, the Designated Safeguard Lead (Head teacher: David Metcalfe) or a member of the schools Senior Management Team must be contacted. They will then assess the situation and if they feel that the parent/carer appears unable to take responsibility for the child they will take appropriate action. This could include contacting another person named on the emergency contact list or suitable member of the family to collect the child. If another emergency contact or family member is not available then Children's Social Care or the Police may need to be contacted.



## Relationship breakdown of parents / guardians

The school has a clearly defined procedure which is followed in the event of the relationship between a child's parents or guardians breaking down.

Unless there is a court order, of which the school must have a copy, or there are any identified child protection issues preventing one parent's contact with a child, we are unable to deny access.

## Procedure to be followed if a pupil is not collected

Capel-le-Ferne Primary School recognises that it has a statutory duty to safeguard and promote the welfare of pupils and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

On admission to the school, parents should supply:

- Names and full addresses of parents/carers (and confirmation of parental responsibility);
- Home and work telephone numbers;
- Mobile phone numbers, where appropriate;
- Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency (Parents or carers must have given their consent for emergency contacts to collect children in the event of an emergency).

It is the responsibility of the parent/carer to ensure this information is updated annually or whenever circumstances change.

The protocol is highlighted in the school's Newsletter at the beginning of the new school year and this policy can be accessed via the school website.

If a pupil is not collected at the end of the school day, or after attending after school clubs, it is important to establish with the pupil what their understanding of the arrangement was and try to contact anyone on the child's emergency contact list if parents are unavailable.

The teacher or appropriate member of staff is to:

1. Check whether the child is usually in an after school activity that night and have just forgotten to attend (where applicable).



2. Check with office staff to see whether a phone call or note has been received.
  3. If a parent has not made contact or arrived by 3.30.p.m. or 30 minutes after the end of an after school club, the school will make every effort to contact the parent. If the parent cannot be reached the emergency contacts provided will also be called. Contact numbers are kept in the school office and the headteacher's office. Please ensure that the office staff are aware that you are trying to contact a parent. The after school club will also have a register containing all contact details including parents and emergency contact numbers.
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1. If an answer phone is used please leave a short message to say the date and time, that you are ringing, that you still have X with you and they must contact the school immediately to say when the pupil is to be collected and by whom.
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1. If a parent has not made contact or arrived after an additional 20 minutes, a further phone call should be made and, where available, a message left to inform the parents that the school will contact Children's Social Care service/ Safeguarding Team if no call is received within 10 minutes.
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1. In the case of a pupil not being collected and no contact being made **WITHIN 1 HOUR OF THE USUAL COLLECTION TIME**, the school will ring the Social Care Service/ East Kent Safeguarding Team (03000 418503) to discuss the situation and ask for advice. This will allow the Safeguarding Team to be aware of the possibility that they may need to make arrangements for the alternative care of the child.

## Follow-up

If a pupil is picked up late please record this in the late collections book, or other appropriate place, giving reasons for the late pick-up.

Once the situation has been resolved it is important to establish how and why the circumstance arose and to ascertain what the parent must do to avoid a recurrence of this situation. This emergency situation must be recorded and reported to the Designated Safeguarding Lead at the school.

It will also be necessary to review the procedures used to ensure that they worked smoothly and if necessary to amend for future incidents.