

Guidance to parents on the school 'drop off' and collection of children. **St Mary of the Angels Catholic Primary School. 2017-18.**

Responsibilities.

Parents are responsible for their children on school premises, before bell goes at the start of the day; and are also responsible until the child arrives in the school building, in their class.

School has a duty of care 'in loco parentis' once the children have arrived in school, and until they leave, when the afternoon bell goes.

For a change in school times (e.g. for Y6 booster classes), we will let you know in advance, by text/letter; and then pupils must be collected at the amended time.

Infant pupils.

Pupils in Reception, Year 1 and Year 2 classes must be delivered to the door by parents (or a delegated carer) and collected from school likewise, by a parent or carer. Junior age children **cannot** collect infants, for safety reasons.

The only exception is for Little Angels Childcare. Where children have been in Breakfast Club, they go straight to class. If any children are booked into After School Club, they are escorted to the club after school, and then child care begins, which is where the school's liability ends.

Lower juniors.

We recommend that children in Y3 and Y4 are delivered to the door and collected by a parent or carer. These children are still young and vulnerable. Parents who don't collect their child in Y3 & Y4 do so at their own risk. Parents are responsible for children's safety on the way home, not the school. If we do feel that a parent needs to collect a child, for safety reasons, regardless of parents' arrangements, we will contact them and require them to arrange collection.

Upper juniors.

Children in Y5 and Y6 can still be collected; we recommend this too; but they are soon getting ready for high school, so we understand that developing their independence is also a factor for families. Perhaps they'll start walking to meet a parent on the corner; or walking home with a friend or two. We allow children to bring a mobile phone, for a safer journey, which pupils must leave in the office before school; and remember to collect it after school.

Collection by adults, unknown to school staff.

Where there is a change to collection procedures in any class – for example, a relative is coming who hasn't been here before – please can you let the class teacher and/or the school office staff know, for safety reasons. If we're not sure who an adult is, we won't let children go.

When a child is not collected....

In this case, you will be telephoned and the child will stay in school. Juniors are told to always come back to school if they are not collected/for any other reason. If we cannot contact you, on any of your contact numbers, and after some considerable time...we will seek advice from the local safeguarding team, to make sure your child has a safe place to go, after school.