

# **ALDERMAN RICHARD HALLAM PRIMARY SCHOOL**

## **Collection Policy**



# Collection Policy

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## Introduction

It is important that the school ensures all children arrive and leave school at the end of the day with an appropriate adult. We appreciate that, for many families, arrangements need to be flexible as different people may care for a child before or after school throughout the week. For this reason, we have set out the following procedures which all staff, parents and carers must adhere to.

## Collection Requirements

### Nursery

Nursery children can only be collected by an adult aged 18 years old or above. ***This person must be named on your child's collection form.***

### Reception

Reception children can only be collected by a person aged 16 years old and above. ***This person must be named on your child's collection form.***

### KS1

Children in Years 1 and 2 can only be collected by someone 14 years old and above.

### Years 3 and 4

Children in Years 3 and 4 can only be collected by someone 14 years old and above unless explicit written permission is given by someone with parental responsibility.

In accordance with the Leicester City Council guidance, pupils in Year 3 and 4, with written permission from parents or carers, will be permitted to walk home on their own.

### Years 5 and 6

There are no age requirements for the person collecting these children as they are permitted to walk home on their own.

## Alternative Arrangements

Should alternative arrangements be needed, then this should be requested in writing to the school. Short notice alternative arrangements can be discussed with the school office team. Individual requirements will be considered accordingly by the Senior Leadership Team.

### **Collection Times**

It is essential that all children are collected on time at the end of the school day. At present, end times for the school day are staggered as follows:

<b>Year Group</b>	<b>Collection time</b>
Nursery	Caterpillars - 11:40am
	Grasshoppers - 3:00pm
Reception	3:10pm
Year 1	3:15pm
Year 2	3:15pm
Year 3	3:15pm
Year 4	3:15pm
Year 5	3:20pm
Year 6	3:20pm

### **Release procedures at the end of the school day**

#### **Nursery and Reception**

The children are to be collected from their classroom door. The class teacher or member of staff will release each child in turn to their appropriate adult.

#### **Years 1 and 2**

The children are to be collected from their classroom door. The class teacher or member of staff will release each child in turn to their appropriate adult.

#### **Years 3 and 4**

The class teacher or member of staff will walk the children to an agreed collection point. The children will stand with their class teacher or member of staff until the person collecting them arrives. The children must inform the class teacher or member of staff when their appropriate adult arrives before they leave the collection point.

If the child has permission to walk home by themselves, they must inform the teacher or member of staff that they are doing so before they leave the collection point.

#### **Years 5 and 6**

The class teacher or member of staff will walk the children to an agreed collection point. The children will stand with their class teacher or member of staff until the person collecting them arrives. The children must inform the class teacher or member of staff when their appropriate adult arrives before they leave the collection point.

As the children in Years 5 and 6 are permitted to walk home by themselves, they must inform the teacher or member of staff that they are doing so before they leave the collection point.

### **Safeguarding Concerns**

Staff should inform a member of the Senior Leadership Team or Designated Safeguarding Lead before a child is released to an appropriate adult, if:

- A child is showing signs of distress or anxiety towards the person that is collecting them;
- The person collecting a child appears to be unable to ensure the safety of that child, e.g. under the influence of drugs or alcohol.

### **Late Collection of a Child**

- When a child has not been collected within 10 minutes of their dismissal time, the child is taken to the school reception and a member of the office staff will be informed of this.
- A member of the office staff will attempt to make contact with the parents or carers by telephone. If parents or carers are unavailable, the emergency contact is called.
- If a child has not been collected by 3:45pm, if ratios allow, the child is enrolled within the school's After School Club. **The parent or carer is liable to pay £9 for the cost for this service; an admin charge of £6 will also be issued for late collections. This means there will be a fee of £15 total per child if they are not collected within the late collection window.**
- Where After School Club is at capacity, the child should be taken to the member of SLT on late duty. **The fees outlined above will still be payable for this provision.**
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with the Educational Welfare Officer or Social Care.

### **Breakfast and After School Clubs**

The school provides childcare before and after school. For availability and cost, please contact the manager, Paula Smith, on 07867 433752. The clubs are currently located in the school dining hall. You can find further details in our Breakfast Club and After School Club Policies.

#### **Breakfast Club**

Times: 7.30 – 9.00am

The children in Nursery, Reception and Years 1, 2, 3 and 4 will be escorted from the Breakfast Club to their class teacher or member of school staff at the start of the school day. Children in Years 5 and 6 will walk themselves, where appropriate, from the Breakfast Club to their class teacher.

#### **After School Club**

Times: 3.00 – 6:00pm

All of the children that have been booked into the After School Club will be collected from their classroom at the end of the day and walked to the club.

# Morning Lateness

Child arrives within 15 minutes of their start time:

E.Y.F.S. and KS1 - to enter at their normal doors.

KS2 - to be signed in by support staff on designated doors.

Child arrives late (15 minutes or more after their start time) and signs in at school reception.

Child is in Year 3, 4, 5 or 6

Child walks to their class unaccompanied.

Child is in FS, Year 1 or 2

Child is taken to their class by a member of the office staff.

# Late Collection

Child stays with their class teacher for 10 minutes after dismissal.

After 10 minutes, the class teacher takes the child to the school office.

The school reception will supervise the child until 3.45pm and will attempt to make contact with the child's parent or carer, or other listed contact if unavailable.

At 3.45pm, the child will be taken to After School Club by a member of the office staff. If the After School Club is at capacity, the child should be taken to the member of SLT on late duty.

**A charge of £15.00 will be made per child for late collections.**