

# ULEY C OF E PRIMARY SCHOOL






## DROPPING OFF AND COLLECTION POLICY







They are like trees that grow beside a stream that bear fruit at the right time and whose leaves do not dry up. They succeed in all they do. Psalm 1:3

## **Our School Vision**

Live – Learn – Flourish

-  Live: at home, in school, and in our local community
-  Learn: about self, others, and our ever-changing world
-  Flourish: be the best we can be in all that we do

## **Our School Mission**

-  We give all – pupils and staff – the opportunities and encouragement to be the best that they can be
-  We create an environment that has the right balance of challenge and support
-  We deliver a curriculum that is right for our school, inspiring and motivating all, and embracing new ideas
-  We apply our core Christian Values of Trust, Friendship, Compassion and Wisdom in all that we do
-  We develop strong and effective partnerships between pupils, staff, governors, parents and the wider community
-  We strive to ensure that all flourish within a moral framework built on Christian values and the Diocesan vision “I have come that they may have LIFE, and have it to the full”. (John 10:10)

## **ETHOS STATEMENT**

We believe that everyone should be given the opportunity and encouragement to be the best that they can be. To this end, we strive to create the right environment, deliver the right content, and embrace new ideas. We apply our school values of trust, friendship, compassion and wisdom to enable every individual to flourish within a moral framework built on Christian values. We believe that this can only be achieved by developing partnerships between pupils, staff, governors, parents and the wider community.

## **Rationale**

The safety and welfare of the children attending Uley C of E Primary School is of paramount importance. We have set out procedures for the drop off and collection of children to ensure safety, a smooth transition and effective time keeping. This guidance should be read and applied in conjunction with the school's existing child protection and safeguarding policies.

## **The School Day:**

- Breakfast Club from 7.45am until 8.40am
- The school doors are open at 8.40am for the children to arrive and get themselves settled ready for the school day to start at 8.50am when the register is taken. Please see Attendance Policy for more information.
- The school day finishes at 3.20pm
- If extra-curricular clubs are running after school, these finish at either 4pm or 4.15pm – please refer to the clubs letter
- Fun Club finishes at 5.30pm or 6pm, should there be adequate need.

## **Supervision on the School Site**

Parents should note that the school does not provide a member of staff to supervise children before the doors open at 8.40am and therefore the welfare of children until this time is the responsibility of parents. We request that children are not dropped off and left in the playground prior to this time. Should parents need to be get to work or have an appointment, we have spaces in our Breakfast Club where we know the children will be safe and have fun. If a child is persistently dropped off early and left in the playground, the child will be placed in the care of a Designated Safeguarding Lead and parents will be contacted.

## **Drop-off and Collection by Older Siblings**

It is a parent's responsibility to ensure that their child is dropped off and collected by a responsible person.

The suitability of a sibling caring for a younger child is considered on a case-by-case basis by the school, by a judgement of potential risks of this arrangement:

- the maturity of the child collecting / being collected
- the length and nature of the of the journey home
- the behaviour and relationship of the children collecting / being collected.

We do not permit older children attending Uley Primary School to collect their siblings and take them home at the end of the day. We also do not permit a secondary school sibling to collect an infant child. All infants must be collected by an adult (18 years or over).

Older siblings at secondary school and beyond can collect their junior siblings from Uley if this has been agreed in advance by the school. We do not permit any children or young person under the **age of 14** to collect junior siblings from Uley, unless this has been agreed

in advance by school staff. This will be assessed on an individual case basis. Any such agreement will be recorded by the school.

If we have any concerns that older siblings are not competent to take junior siblings to and from school or there are concerns about any child's safety or welfare due to these arrangements; the school will raise this with the parent, and if alternative arrangements are not made, the involvement of the Designated Safeguarding Lead may be necessary.

Children will not be allowed to leave school with any adult unknown to the school. It is therefore the parent's responsibility to inform the school if someone other than the usual person is collecting their child.

### **Older Children Walking Home**

Years 5 & 6 will only be allowed to walk home alone with written permission from parents and agreement from school that it is appropriate and safe to do so.

If parents choose to let their Year 5 or 6 child travel to/from school independently, then they should assess the risks associated with the school route and their own child's confidence.

In deciding whether a child is ready to walk to or from school, parents should assess any risks associated with the route and the child's confidence. Given the rural location of the school, consideration should be made as to the walking route, e.g. whether there are footpaths, streetlights, major roads to cross etc. We expect parents to work with their children to build up their independence while walking to/from school through route finding, road safety skills and general awareness.

There are many ways a parent can prepare a child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to/from school independently.

Walking to/from school is a great opportunity to learn road safety skills. The best way to do this is for parents to walk with their children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence to deal with traffic and way finding on their own, in preparation for walking with friends or alone when they are older.

Parents can teach their children to:

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Always cross at a safe place, where you can see traffic clearly from all directions and avoiding parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they can see the driver.

- Remember that it is hard to judge the speed of a car so be cautious.
- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. Speak to your child about what they should do if this should ever happen.
- What action to take should they need help

When a parent is deciding whether a child is ready for this responsibility, please consider the following:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they did not want to do?
7. Would they know what to do if they needed help?
8. Would they know whom best to approach to get help?

If a parent is not confident about how a child would react in these situations, then consideration as to whether a child should walk home alone, needs to be made. If a parent feels their child is ready for this responsibility, then the letter must be completed. We will not agree to let a child walk to or from school without this agreement.

We do expect all children walking to school or walking home from school to be responsible for their behaviour. Should their behaviour not be acceptable you will be asked to accompany them or collect them until they have proved they can be trusted again.

Where children walk to, or walk home from school alone, we would usually expect that a parent, or other responsible person, is at home when they leave or arrive. If the child will be leaving from, or returning to, an empty house, we would expect that this is only for a short period of time and that the child knows how, and can, access emergency adult support if needed.

If a child should not arrive home at the expected time, the parent/carers is expected to notify the school immediately.

### **Breakfast Club and After School Club**

All children should be brought to Breakfast Club accompanied by an adult (18 years or over).

All children should be collected from Fun Club by an adult (18 years or over).

To give the Year 6s an opportunity to prepare for secondary school, with prior arrangement and following the same processes and procedures for that of Older Children Walking Home, we will allow Year 6s to walk to Breakfast Club and walk home from Fun Club during their final summer term.

**Late Collection Procedures**

Parents share in the responsibility to work with school staff to ensure their children are safe and in the care of a responsible adult. Parents should notify the school immediately (by contacting the school office on 01453 860350) if it becomes apparent that the person collecting their child may be late. If the person collecting the child is going to be late whatever the circumstance, and school staff are not able to wait with the child due to school commitments, the school staff will place the child into after school care and the parent will be charged.

For persistent lateness from any of the end points at school, the school will keep a record of late collections and this information will be passed on to the Designated Safeguarding Lead.

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