



# CHILDREN DROP OFF AND COLLECTION POLICY

**RAWMARSH ASHWOOD  
PRIMARY SCHOOL**

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## **Rawmarsh Ashwood Children's Drop off and Collection Policy**

### **Whole School Information**

- Class Teachers are responsible for the orderly dismissal of pupils from their classrooms.
- Class Teachers must be sure that pupils' leaving arrangements are safe and that children exit from their classroom door.
- Class Teachers will not allow children to leave with unknown persons, or other parents without prior knowledge of the arrangement. This information can be found on BROMCOM.
- Children in Years 4, 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. Y5/6 children **will not** be allowed to collect younger students unless there are exceptional circumstances which are made clear to the school and the school can support through use of its own staffing. Y6 children will be allowed to walk home with Y5 siblings.
- Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent on or before the day.
- Parents will drop off / collect children (or arrange for this to happen) punctually (please refer to school prospectus for these times)
- Children not collected on time will be placed in the main entrance and parents contacted to inform them that their child is safe and needs collecting as soon as possible. Late collections will be logged. Multiple late collections will result in an attendance panel meeting. Unresolved cases of late collections will result in the school passing this information onto early help within the MASH team. A direct referral to MASH will be made if reasons are inappropriate or not given and deemed a safeguarding issue.
- Parents will collect children after extra-curricular clubs (or arrange for this to happen) punctually at 4:15pm – if parents are late the children will be placed in the main entrance where staff can monitor and release. Collection will be made from the hall entrance. Multiple late collections will result in the same was as the above protocol.

**Gates are opened at 8.35am for the start of the school day with internal doors opened at 8.40 for lessons to start at 8.45am. Gates will close at 8.50 as lessons will have begun. Gates will be reopened at 3.05pm ready for the children to be collected from their internal doors. Internal doors will then open at 3.15pm for dismissal by the class teacher. Gates will be locked at 3.25pm.**

### **Breakfast Club additional information**

- A member of SLT will open the gate for breakfast club at 8am and man the gate until 8.10am. The gate will then be locked. Anyone arriving late for breakfast club must then press the buzzer on the gate to be let into breakfast club. Breakfast club staff are responsible for the orderly dismissal from the hall door. Breakfast club staff will take children to their class lines ready for registration in the morning.

**Reviewed:** Annually, with regards to any changes.