

## **DROP OFF AND COLLECTION POLICY**

**Date Policy Reviewed:** 21 January 2020

**Date of Next Review:** 21 January 2022

**Person(s) Responsible for Review:** SLT (VF)

The school can only be responsible for children who are being officially supervised by staff. The school cannot be held responsible for accidents that happen when it is the parents/guardians who are in charge of the child.

### **Drop off at the beginning of the school day**

For children not attending Breakfast Club, the school does not open until 8.00am and children must not be left on their own before this time. Between 8.00am and 8.30am children need to go to the designated 'Early Birds' area depending on the age of the child. Children in Pre-Nursery (2 year olds may attend once they have attended Pre-Nursery for one term), Nursery and Reception should go to Early Birds in the Lower School Hall. Children in Years 1 and 2 should go to Early Birds in the Barn. Children in Year 3 should go to Early Birds in the Library. Children in Year 4 to 6 should go to Early Birds in the Dining Room. Children who have attended Breakfast Club are escorted by staff to the relevant location, depending on their age. After 8.30am all children should go to their classroom where a member of staff will be there to greet them. Children in Pre-Nursery to Year 2 are escorted by a member of staff to their relevant classroom. Children in Year 3 are escorted to a member of staff to their building. Children in Years 4 to 6 may walk to their classrooms independently.

### **Collection at the end of the school day**

At the end of the school day, parents/guardians need to collect their children from the classroom, Extended Day, Homework Club or from an after-school club. Once the member of staff has handed a child to the parent/guardian, the responsibility for the supervision of that child lies with the parent/guardian.

After the end of the school day, all children should be closely supervised on all the school's playground equipment by a parent or guardian.

### **SUPERVISION ARRANGEMENTS BEFORE THE SCHOOL DAY STARTS**

Pupils do not arrive simultaneously on the school premises. The School writes to all parents stating the time of the school day and indicating the arrangements for the supervision of children who arrive before 8.30am. The School also places regular reminders in 'Manor Messages' – the weekly form of communication between the School and parents/carers.

No children should be in the classrooms before 8.30am. A free 'Early Birds' scheme runs from 8.00am-8.30am and before this, from 7.30-8.00am a bookable, chargeable 'Breakfast Club' service operates.

## **Early Birds**

### **a) EYFS / Pre-Nursery, Nursery and Reception**

Members of Staff are on duty in the Lower School Hall from 8.00-8.30am. The number of staff may fluctuate depending on the number needed to fulfil the ratio of 1:8 for children up to 7 years of age (and ratio of 1:4 for 2 year olds). A member of the Early Years team will be there to greet children from the Early Years and they will act as the Key Person and forward relevant information from the parent/carer to the appropriate member(s) of staff.

A variety of activities are on offer to children in Early Birds – they may play, read or chat. (The ages and stages of development of the children as well as the EYFS 7 areas of development are taken into account when planning activities). At 8.30am allocated members of staff are responsible for taking the children in Early Years (Pre-Nursery, Nursery and Reception) to their relevant classrooms where a member of staff will be available to greet them. NO child should be in a classroom before 8.30am without supervision.

### **b) Years 1-2**

Children from Year 1 to Year 2 should be escorted by an adult (parent/carer) to the Barn. The parent/carer must sign the child in on the register, listing their form and time of arrival. At 8.30am, children will be escorted to their classroom by a staff member.

### **c) Year 3**

Children in Year 3 should be escorted by an adult (parent/carer) to the Library. The parent/carer must sign the child in on the register, listing their form and time of arrival. At 8.30am, children will be escorted to their building by a staff member.

### **d) Years 4-6**

Children in Years 4, 5 and 6 may go the Dining Room between 8.00am and 8.30am, where a member of staff is on duty. Children sign themselves in on the register upon arrival. At 8.30am the children make their own way to their classroom.

## **COLLECTION OF PUPILS BY PARENTS AFTER SCHOOL**

Children in the EYFS and in Years 1 and 2 who are not attending Extended Day or an activity after school are collected from 3:30pm from their classroom, where they will wait with their teacher or classroom assistant. Any pupils not collected by 3:45pm will join EYFS Little Play or Extended Day Play and register in the Lower School Hall.

At 4.15pm, the Extended Day Team take over caring for the children that are still not collected.

Pupils in Years 3-6 who are not attending Extended Day or an activity after school will wait outside their classroom block with a member of staff until they are collected by their parents between 3:55pm and 4:10pm. Any pupils in Years 3-6 who are not collected by 4.10pm will go to After School Break until 4:30pm. Any children who are uncollected after this time will join the appropriate Homework Club for their age (Year 3&4 or Year 5&6).

Children who are attending clubs will be picked up from the relevant club location at 5:30pm by their parents. Any children who are uncollected by 5:30pm are escorted by the member of staff on duty to Extended Day where the normal Extended Day charges then apply.