Holyport CE Primary School & Foundation Unit

Safe Arrival and Collection Procedures for pupils

Statement of Intent

At Holyport C of E Primary School, the children's safety is of paramount importance. The school will ensure that clear and robust procedures for delivery and collection of pupils are in place, that they are regularly reviewed and clearly shared with staff, parents, carers and pupils.

The beginning and end of the school day is a busy time for the school, and our aim is to ensure all children arrive promptly and safely and are dismissed carefully under supervision, collected on time and arrive home safely. The aim of these procedures is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children arriving and leaving the school premises.

1. Arriving at School including 'Drop Off' Start Times

The school day starts at 8:40am for all children. Pupils should be in class, ready for registration between 8:30 and 8:40am, so that lessons can begin promptly.

Breakfast Club runs from 7:50 to 8:40am for those children booked in advance. All children attending the club must be signed in on arrival by their parents.

Kiss and Drop operates from 8:30am – 8:40am for KS2 only. Before and after these times parents should should park and walk their child into school.

Arriving at School

It is the parent/carers responsibility to ensure that their children arrive at school safely and on time. **Parents/carers may decide that children in Upper Key Stage 2, Years 5 & 6, are able to walk to school without an adult.** This is at the parent's discretion and the school must receive an email or letter confirming this arrangement and the regular days this will occur.

Where we have any concerns about children arriving at school, we will contact the parent to discuss this.

School Opening times

The school gates will be open at 8:30am. Children should be supervised by an adult before this time and not left outside the school gates as we cannot be responsible for their safety and wellbeing. From 8:30am - 8:40am there will be members of staff present to supervise the kiss and drop off and welcome children at the gates. The Headteacher will usually be at the front of school to welcome families. The school classroom doors will open at 8:30am. The children have from 8.30am to 8.40am to enter school at their designated entrance, store their belongings and go to class for prompt registration at 8:45 – 8.50am.

Pupil Entrances

Class	Entrance
Nursery	Carle External Door, via the main gate and the EYFS playground
Reception	Donaldson External Door, via the main gate and the EYFS playground
Year 1	Potter External Door, accessed through the EYFS area
Year 2	Harrison External Door, accessed through the EYFS area
Year 3	Wiltshire External Door, accessed from the main playground
Year 4	Simmonds External Door, accessed from the main playground
Year 5	Einstein External Door, accessed from the main playground
Year 6	Attenborough External Door, assessed from the main playground

The school gates will be locked at 8:45am. Only signed in visitors, via the main office entrance can gain access to the premises after this time.

2. Kiss and Drop arrangements

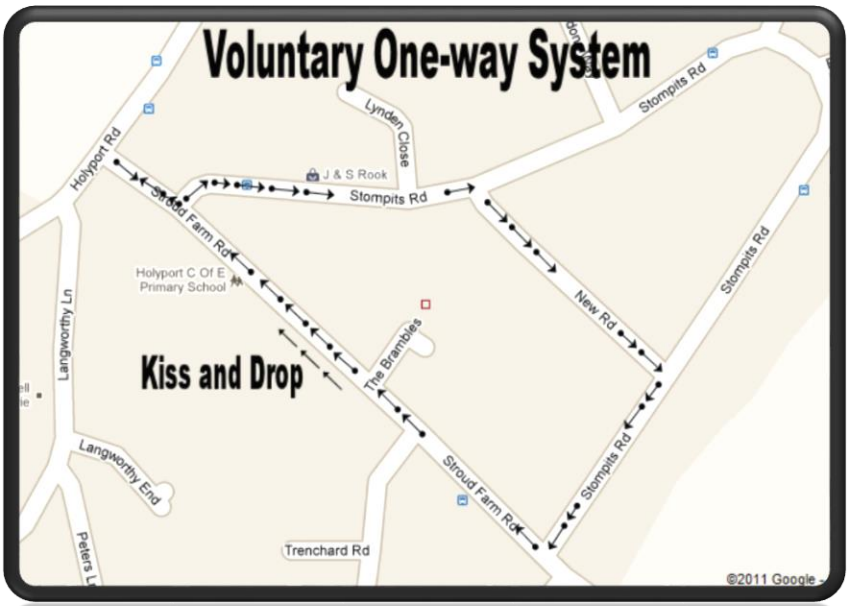
Kiss and Drop is an area near the school gates, that enables you to drop your child off at school by car, safely and quickly. It is only suitable for Key Stage 2 pupils.
The intention is that drivers do not wait in this area and that they stay in the vehicle, so that through traffic is streamlined and traffic queues near the school are minimized.
Our Kiss and drop is located in the layby near the school gates. It starts at 8:30am and finishes at 8:40am.

Traffic Safety advice to keep safe during Kiss and Drop operating times

We want to ensure that no child is hit by a car when going to and from school. Therefore, everyone needs to take extra care when driving and parking around the school.
Make sure you and your child understand the road rules. If you break the traffic rules in a school zone you are putting children at risk.

Please remember:

- ✓ Use the voluntary one-way system to help Kiss and Drop operate safely, even if you are not using it to drop off your child.
- ✓ Please move your car into the bay and drivers remain in their vehicle
- ✓ When you leave home please make sure your child has all their bags and belongings ready to leave the car.
- ✓ Make sure your child uses the footpath side of the car when getting in and out of the car
- ✓ Do not park in the layby in front of the school, until the kiss and drop time (8:30 – 8:40am) is finished
- ✓ Never double park or stop on the zig zag lines outside the school or do U – turns.
- ✓ Do not let your child open their own door and get out of the car.
- ✓ Always wait for one of the school staff marshals to open their car door, as the Marshals check it is safe to do so.
- ✓ Please use the one-way system (see below) to assist us in being able to have a Kiss and Drop service.
- ✓ Please do not park in the Staff Car Park to drop off or pick up children.
- ✓ Please be respectful of others and be aware as adults, we should set a good example of behaviour and conduct towards other pedestrians and road users.



3. School Collection - 'Pick Up' End Times

The school day ends for all children at 3:15pm, except for Nursery. Nursery closes at 11:30am. Any children, leaving during their school day must be escorted to the school office by a member of staff and signed out using the electronic system at the School Office by the parent.

Gates

The school gates will open at 3pm. The gate area is supervised by a member of staff, usually the site controller or Headteacher. The gates will be locked at 3.30pm prompt every day, to ensure the safety of children attending our after school clubs. To facilitate this, Parents should collect their children promptly at 3:15pm and clear the site by 3:30pm please.

Pupil Exits

Class teachers will release their children as per the details below and be available to talk to parents briefly if necessary.

Class	Exits
Nursery	Carle External Door, via the main gate and the EYFS playground
Reception	Donaldson External Door, via the main gate and the EYFS playground
Year 1	Potter External Door, to the EYFS area
Year 2	Harrison External Door, to the EYFS area
Year 3	Wiltshire External Door, to the main playground
Year 4	Simmonds External Door, to the main playground
Year 5	Einstein External Door, to the main playground
Year 6	Attenborough External Door, to the main playground

4. Foundation, Key Stage One and Two Children Collection Arrangements

For all children, we prefer the person with parental responsibility to collect their child or inform us, using the school parents email address (parents@holyportprimaryschool.co.uk) or a phonecall to the office, whenever they nominate another adult to collect their child.

For any other pick up, where those with parental responsibility are not collecting, we require parents to inform us via the school email or a telephone call to the school office. We will not release children without this parental permission even if staff and children know the family members that have arrived. We ask parents to explain this procedure to family members so they may wait patiently if we need to contact the parents before releasing the child. If for any reason, a

teacher feels uncomfortable releasing a child to the individual that has arrived to collect, they will of course seek clarification by contacting the parents. The safety of the children is paramount, and staff will use their professional judgement if they feel they should take that extra precaution and please be reassured this is simply for safeguarding reasons.

5. Collection by childcare providers

Where parents have made alternative arrangements with local childminders or wrap around care providers, they must provide the details of who will be collecting their child via an email or in writing to the office staff. Additionally, we ask wrap around care providers to provide the school with an up-to-date list of children they are collecting from school. Please help us by making sure you send any updates or details of the changes to your childcare arrangements, whenever these are made.

6. Key Stage 2 Collection Arrangements (Year 3, 4, 5 & 6)

Year 3, 4, 5 & 6 Class teachers will release children from the class door to parents or the nominated adult collecting.

7. Children walking home

Parents of children in Year 6 may understandably wish to encourage independence, prior to their children going to Secondary School, and allow their child to travel (walk or cycle) home alone, or with a friend. Should this be the case we ask that the school is informed in writing using the school's standard 'Walking Home' proforma (see Appendix A). 'Walking Home' slips can be requested them from the school office at any point during the school year.

Towards the Spring and Summer Terms, in exceptional or specified circumstances, a Year 5 child may start to walk home. This must be agreed with the Headteacher in advance and would also be requested in writing from the parent/carer.

It is the parent's responsibility to ensure their child understands their parent's wishes regarding the end of the school day and how they get home. Whilst it is useful for school to have a record of those children who can walk home independently, this is for the dismissing teacher's information only. For children's safety when travelling to and from school, Year 6 pupils are allowed to bring mobile phones to school, although they must be handed in to the school office on arrival and their parents/carers must complete the mobile phone agreement, which can be requested from the school office at any time. Please see separate Mobile Phone Policy on our website.

Please note that for the children's safety we require ALL children to be collected from FAST Club and After School Clubs including Year 5 and 6 children. For the latter, if there is an exceptional circumstance in the Summer Term only and the Year 5/6 child needs to walk home, please make a request in advance to the school office.

8. After School Clubs – including FAST CLUB

FAST club (After School Care) closes at 5:15pm prompt. Staff are only contracted to work until 5:15pm and the school building will be locked shortly afterwards so it is essential that children are collected from FAST Club by no later than this.

We ask that adults call the FAST Club phone and state who they are and who they are collecting. The child is brought out to the adult at the collection point at the main school gate. If a parents collects a child before 4:30pm the child will be dismissed via the main entrance of the school only and are signed out on the register.

For all other clubs, those run by staff, sports clubs or those run by external organisations - parents should collect their child at the location and time specified in the letter sent when signing up to the club. Parents/carers should follow the same protocols as per usual school collection and notify the school office of any changes to those nominated to pick up your child.

9. Late Collection of a child.

Parents should collect their children promptly at 3:15pm for Foundation. KS1 and KS2 children. Sometimes, in exceptional circumstances, a child may not be collected on time. Parents should contact the school office as soon as possible to notify us if they will be late.

Where Parents are late collecting their children, the children will either stay with their Class Teacher or be taken to safely wait at the school office. Children will be supervised by an adult until they are collected. (If a teacher is concerned about the number of occasions a parent is late to collect their child, they will pass this onto the Headteacher in the first instance, who will discuss the matter with the parent).

10. Non-Collection of a Child

In the event that a child is not collected by an authorised adult, our staff will ensure that the child receives a high standard of care in order to cause as little distress as possible.

- If parents are unavoidably delayed, they will be reassured that their children will be properly cared for.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they must inform the school so that this can be recorded.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they must provide the school with the name, address and telephone number of the person who will be collecting their child. We will agree with parents how to verify the identity of the person who is to collect their child.

- If a child is not collected at the end of the day, our staff will follow the following procedures: -
    - We will contact, by phone, all those who are listed as contacts
    - If there is no answer a message is left
    - The child will not leave the premises with anyone other than those named on the contact sheet unless there has been a specific arrangement made with a parent / carer
    - Children will remain at the main school office until 3:30pm
    - If there is space available children will be placed in the FAST Club if they have not been collected by 3:30pm. A charge will be made.

    If no-one collects the child after one hour (or earlier if there is a reason for this) and there is no-one who can be contacted to collect the child, we will apply the procedures for uncollected children. The Child Protection team at the Local Authority will be consulted.
- If the child has a social worker who has not been contactable, then SPA (MASH) will be contacted.
- If arrangement for collection of the child have still have not been made, then the Police must be contacted.
- The child will stay at the setting in the care of two members of staff until the child is safely collected either by the parents, nominated carer (not EYFS) or by a social worker
- Children's Services will aim to find the parent or relative.
- If they are unable to do so, the child will be admitted into the care of the local authority.
- Staff will not go to look for the parent or give the child a lift home.
- A full written report of the incident is recorded in the child's file.

11. Review

The policy will be reviewed every three years or earlier if relevant by the Local Governing Body of Holyport CE Primary School.

12. Links to Other Policies

- CP & Safeguarding Policy

ADOPTED AND SIGNED ON BEHALF OF THE SCHOOL GOVERNING BODY ON: 13th March 2025	SIGNATURE OF GOVERNING BODY REPRESENTATIVE:
Name of Headteacher: Amanda Featherstone	Signature of Headteacher: A Featherstone
Presented to: FGB	Policy to be next reviewed: March 2028

Walk Home Alone permission letter

Please complete the slip below and return to the office/class teacher, indicating if your child may travel home alone every day or on specific days regularly. Please remember this is based on your own risk assessment of your child's ability and confidence to walk the designated route direct to their home. We strongly advise that your child has a way of contacting you i.e. with a mobile phone in case of any emergency or to communicate any changes.

We also advise that your child returns to school, should they arrive home and no one is present.

If we are alerted to any poor behaviour or your child experiences difficulties in managing their route home safely, we will advise you of this and may insist they are collected, until such a time we agree they are ready.

We hope you appreciate the advice and ask that you complete the form below and return to the school office.

Kind Regards,

Amanda Featherstone

Headteacher

Walk Home Permission Letter

My child's name is: …… My child's class: ……

This permission applies to the school year only. I understand I can alter the arrangements via email or in writing to the school office, who will pass the details onto my child's class teacher.

I wish my child to travel home alone after school. YES □

This permission applies to specific days only:

- □ Mondays
- □ Tuesdays
- □ Wednesdays
- □ Thursdays
- □ Fridays

□ If this permission applies to every day of the week please tick here.

□ I understand that I must advise no later than 2:45pm to change the arrangement.

Name of Person with Parental Responsibility: …….

Signed: ……