

**SKIPPERS HILL MANOR PREPARATORY SCHOOL**

# Collection and Non-collection of Children Policy

This policy applies to all pupils, including those in the Early Years Foundation Stage (EYFS).



Skippers Hill Manor  
Preparatory School

Created July 2015  
Reviewed September 2017  
Mark Hammond (Head teacher)  
Date For review September 2018

**Contents**

[Guidance](#)

[Procedures](#)

[Procedure for uncollected children](#)

## Collection and Non-collection of Children Policy

### Guidance

On admission to the school, parents are asked to complete specific information regarding contact information, emergency contact details and information about those authorised to collect their child from school.

School staff will hand children over only to someone authorised to collect them. The school maintains a list of the adults authorised to collect each child and it is the responsibility of the parents to ensure that this list remains up-to-date and includes the names of any family member, child minder, friends or other school parents whom the parents wish to authorise to collect their child.

Any one-off changes to these arrangements must be communicated to the school electronically or in writing, providing the name, address and telephone number of the person nominated to collect their child. A telephone call cannot normally be accepted in these circumstances. However, this can be accepted in an urgent situation, provided that the call can be verified as genuine.

Parents must inform the school in the event of any circumstances in which someone has a restriction placed on them in respect of legal access to their child.

On occasions when the parents are aware that they will not be at home or at their usual place of work, they are asked to email or write to inform the class teacher or school office.

In the event that a child is not collected by an authorised adult at the end of a session, the school puts into practice agreed procedures. These ensure that the child is cared for safely by an experienced and qualified member of staff, who is known to the child. The school aims to ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

### Procedures

On admission to the school, parents are asked to provide specific homework and emergency contact information and to ensure that this remains current. When someone other than a parent is nominated to collect a child, the school agrees with the parents how to verify their identity.

Parents are informed that, if they are not able to collect their child as planned, they must inform the school office without delay so that we can make necessary arrangements to look after their child until an authorised adult arrives. A child who is not collected within 15 minutes of the normal end of their school day will join the school's late-stay/after school care facility.

If a child is not collected by the expected time at the end of the school day, the following procedures will be followed

- All information regarding normal collection routines will be checked by the class teacher, school office, Deputy Head or Head Teacher
- Parents will be contacted, using the contact information provided on admission and as subsequently amended
- Should the school be unsuccessful in contacting the parents, the school will attempt to contact the next person in the child's contact information. All reasonable attempts will be made to contact parents or nominated carers.
- The child will not be allowed to leave the school with anyone other than those for whom the school has received written or electronic authorisation.

- If there is no contact from the parents or nominated carers after an hour, or at the published end of the school's late-stay/after school care facility, the school will apply the procedures for uncollected children.

### Procedure for uncollected children

If there are serious concerns that a child has not been collected, as a last resort, the local authority Social Services Department will be contacted.

- The child will stay at school with two members of staff, one of whom will normally be a member of the school's management/leadership team.
- Social services will aim to find the parents or a relative and, if they are unable to do so, the child will be admitted into the care of the local authority
- Staff from the school will not look for the parent, take the child home, or take the child to their own home
- A full report of the incident will be placed on the pupils' file
- If regulations so require, Ofsted will be informed of the incident

This policy complies with the Statutory Framework and Practice Guidance for the Early Years Foundation Stage.

### Please note the following points:

#### Delivery times are as follows :

- The School is unlocked at 7.30am, to coincide with the opening of Breakfast Club in the dining room, where the children are registered.
- Any children who arrive prior to 8.15am must be taken to breakfast club to be registered - this includes children arriving early for breakfast club.
- At 8.15am children go to their respective classrooms for registration with their teachers.
- Senior children in Years 3 to 8 should be dropped off at either the Back Quad by the Library or the Front Car Park.

#### Collection times are as follows:

- **Kindergarten** - 3.30pm, after Stay Club at 4.30pm, or during Home Zone up to 5.45pm.
- **Reception , Years 1 and 2** - 3.30pm, after Stay Club at 4.30pm, or during Home Zone up to 5.45pm.
- **Years 3 - 8** - 4.30pm or 5.45pm.
- Pupils going home at 3.30pm in Early Years should be collected from the fenced outdoor area outside the classrooms
- Pupils going home at 3.30pm from Years 1 and 2 should be collected from the fenced in area in Back Quad
- Pupils in Year 3, 5, 7 and 8 going home at 4.30pm should be collected from playground
- Pupils in Years 4 and 6 going home at 4.30pm should be collected from Back Quad
- **Children are not permitted to go out onto the lane unaccompanied.**
- Children remaining for Prep should be collected at 5.45pm. Senior Prep for Years 5-8 usually takes place in the Library. Prep for Years 3 and 4 is in the Year 3 classroom next to the dining room.
- Junior children who remain at school for Stay Club should be collected from the Teacher on Stay Club Duty at 4.30pm.
- If a Junior child due to be collected at 4.30pm is not collected by 4.45pm, they will be handed over to the Home Zone teacher.
- If you or your usual representative is unable to collect your child personally, please inform the School Office. Any change from existing arrangements should be notified in writing to the School.

- Children from Reception upwards are asked to say goodbye and shake hands with their Form Teacher or the person on Duty before they depart. We would ask you to encourage this courtesy.

#### **Collection arrangements after 4.30pm:**

- If you need to telephone the Office concerning changes to collection times, please do so before lunch. **Please do not phone if you are running late at 4.30pm as all children not collected at 4.30pm Registration will be sent to Home Zone or Prep.**
- At 5.45pm, in the unlikely event that a child has not been collected, he or she will be taken to the Front Hall to await pick-up. If the child is not collected by 6.00, he or she will be taken to Mr. and Mrs. Hammond. If they are unavailable, the member of staff on duty will remain with the child. The member of staff will try and contact the parents and establish the cause of the delay.

#### **Clubs:**

- All pupils staying for after school activities should collect together everything they need to take home and take it with them to the club **so they do not need to return to the classroom or cloakroom at the end of the club.** Pupils will remain with the teacher until they are collected.
- In the event of inclement weather, should a club be cancelled or curtailed, the teacher in charge of the club will remain with the club members until they are collected.
- If a club is cancelled at short notice, due, for example, to a teacher being taken ill, then the children will automatically be sent to Home Zone/prep and may be collected at 5.45.

#### **Matches and Outings:**

- Children arriving back from Matches or Outings earlier than scheduled will remain the responsibility of the teacher/coach in charge until the children have been collected by their parents. Pupils may only join the prep group if they usually indent for staying at school to do their homework and know that they are due to be collected at 5.45pm.

#### **Criers Lane:**

Please may we ask for your co-operation with the following long list of 'do's and don'ts' :

**Please observe our unofficial one-way system.** Please note that other users of Criers Lane are in no way obligated to follow it and, should occasional difficulties arise, we would ask for your understanding.

**Cars should enter the lane at Butcher's Cross only and leave the lane by Paragon Garage opposite the Oast.** Please be aware of the bus stop on this junction and local children crossing the road.

**Please do not park on or block the unmade track opposite the front entrance to the school.** This is, in fact, the driveway to Foyes Cottage and its residents' access to Criers Lane.

**Please do not block the entrance to any of the houses in Criers Lane.**

**Please drive very slowly down the lane as children may dart out from behind a car and be aware that this lane and its bends are prone to icing!**

**If you are accompanying a School Trip and have to leave your car at school during the day, you are advised to park in the Staff Car Park and leave the keys with the School Office.** Cars left parked in the lane all day are liable to damage by passing lorries and large agricultural vehicles.

**Whenever possible, please drop older children off at the school entrance rather than parking up outside the School.** They do not need you to carry their bags!!

Finally may we ask for your consideration for those working in the school by not parking so that your car blocks either of the entrances to the car parks: members of Staff, unable to turn in, have been known to have to drive round the 'system' two or three times rather than hold up traffic behind them!

**END**