DROP OFF & COLLECTION PROCEDURES

SUMMARY

There are no laws concerning the age that children may walk to school unaccompanied by an adult nor about the distance pupils may walk to school if unaccompanied by an adult. A families' guide to the law states:

"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school."

Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. However, as a school we are responsible for the welfare of our pupils, and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

DAILY ARRANGEMENTS - ALL PUPILS

Members of staff will close the barrier gate on Brough Road and will be on duty at the main entrance gates from **8:35am to 8:50am** each day. Pupils are not expected at school before **8:35am** . If children need to be at school any earlier than this time then it is recommended that they use the Breakfast Club facility provided. Details are available via the school office. This facility is available from **7:30am**.

Staff will open the main entrance doors to the classrooms at **8:40am.**

- Pupils in FS2 are to use the 'top playground' and enter via the gates on Teesdale Road. This is for drop off and collection.
- Pupils in Year 1 and 2 are to enter via the main entrance (flagpole).
- Pupils in Year 3-6 are to enter via the 'bottom' entrance where the double gates are.

The school day officially commences at 8:45am. Please ensure your child arrives at school by this time. At **8:50am,** the entrances to school will be secured. The only access into the building will be via the main entrance leading to the school office.

END OF THE SCHOOL DAY

At the end of the school day, the barrier gate on Brough Road will be closed allowing parents to wait on the grass verge. The school day finishes at **3:15pm** for all pupils in FS2 to Y6. The collection points remain the same as the drop off points (see above).

END OF THE SCHOOL DAY

Our agreed school policy is that no pupil in Foundation Stage or Key Stage 1 should walk to or from school on their own or be left on their own on the school premises either before or after school. In addition, we will only hand over pupils to named adults or older siblings provided they are **16 years old or above**.

Pupils will not be handed over to other adults unless the school has been previously informed by the parent that they have made this arrangement. We also ask that you keep us informed of any changes in arrangements.



If no one arrives to collect a child in these year groups, the child will be kept in school and parents contacted.
We do not allow older brothers or sisters in school to collect younger siblings. If we are unable to make contact, then the child will be taken to PT AfterSchool Care where a charge will be applied.

Equally Important, Equally Different

PUPILS IN KEY STAGE 2 - YEAR 3, 4, 5 & 6

KS2 pupils are allowed to leave the school site independently and, when they finish the day, will be released from class. Parents must ensure that pupils in KS2 know how they are returning home. School staff will be present outside the main entrance, at the school gates and in the inner courtyard and bike rack area.

Any children not collected within 10 minutes of the end of the school day (or not sure on the arrangements for collection) will be brought into school by the teacher or member of staff and taken to the school office, where it is safe and warm.

All children are returned to the school office if the person collecting them is not at school. We will aim to make contact with the parents of the pupil to determine the arrangements. If we are unable to make contact, then the child will be taken to PT After School Care where a charge will apply.

There is no set age when children are ready to walk/cycle to school or home on their own. It very much depends upon their maturity and confidence. Therefore, we believe that you as parents need to decide whether your child is ready for this responsibility. We highly recommend that pupils in **Year 3** are still brought to and collected from school however, this is a decision made by individual parents. In deciding whether your child is ready to walk to school you should assess any risks associated with the route and your child's confidence. Work with your child to build up their independence while walking to school through route finding, road safety skills and general awareness. There are lots of ways you can prepare your child to make an independent journey. Important factors to consider before allowing your child to come to or leave school on their own are;

- Do you trust them to walk straight home?
- Do you trust them to behave sensibly when with a friend?
- Are they road safety aware? o Would they know what to do if a stranger approaches them?
- Would they have the confidence to refuse to do what a stranger asked?
- Would they know what to do if they needed help? o Would they know who best to approach to get help?

If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own. If you decide that your child is ready for this responsibility then you must inform the school by accepting the 'Walk Home Independently' agreement as part of your admission pack. This option can be amended at any point via the Arbor Parent App. Your child will be prevented from walking home unless this permission has been given in writing. Your child will also be responsible for their behaviour whilst on the school premises either before or after school.

IF YOU NEED TO CHANGE THE ARRANGEMENTS YOU HAVE MADE PLEASE ENSURE YOU LET US KNOW IMMEDIATELY.

COLLECTION BY ANOTHER PERSON

If a pupil is to be collected by someone other than the parent/carer, please telephone the School Office on **01748 832292** before **2:45pm** indicating the arrangements. The adult nominated to collect a child must be one of those named by the parent.

Only adults (**aged 16 years and over**) and with suitable identification, will be authorised to collect children. No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without the parent/carer informing the Admin team, the school will telephone the parent/carer immediately and await their advice.

ARRANGEMENTS FOR TWO YEAR OLD AND FOUNDATION STAGE 1 (NURSERY)

The arrangements for drop off and collection in EYFS are shared with parents on admission.

Morning sessions are from **8:45am – 11:45am**. PM sessions are from **12:30pm – 3:30pm**.

Parents are to drop off and collect from the classroom doors in the EYFS and/or the 2 Year Old Room and enter via the gateway near the school hall.

Dedicated staff members will be on duty at the doorway to assist with drop off and collection.



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Adopted by Full Governing Body	September 2021
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