



Inspire Education Trust

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Collection of Children Procedure - Primary

Policy Date: December 2024

Review Date: December 2027

Document History

Version	Status		Date	Author	Summary Changes
V1			Nov 21	Rob Darling	Initial draft
V2			Dec 24	Gill Bowser	Additional information on procedures included to capture detail from each school.

1. Introduction

This policy is to ensure that children arrive and depart from school safely.

The school gates are unlocked at the times shown below.. Children should arrive at school as detailed unless special arrangements have been previously made with our Before and After School providers.

	Arley	Clifford Bridge	Frederick Bird	Hearsall	Stockingford	Walsgrave CE	Whittle
Gates unlocked	8.25am	8.30am	8.30am	8.30am	8.30am	8.25am	8.30am

All parents are required to provide details of parent/carer and other family members who may collect their child – these details are collected each year by the admin office on the contact form. All parents will notify the school in advance if a different person will be collecting their child and who that person is.

2. Nursery

Parents/Carers should bring their children to the nursery entrance and wait with them until the gates and doors are opened. The doors and gate will remain open until parents/carers have left. Once inside children should hang their coats on their pegs in the classroom and parents can then depart. Members of staff will be available to pass on or receive information as necessary. Children should be collected at the times detailed below, unless arrangements are in place for them to attend lunch provision and/or afternoon childcare / Nursery. Children will be handed over to their parent/carer by a member of staff.

	Arley	Clifford Bridge	Frederick Bird	Hearsall	Stockingford	Walsgrave CE	Whittle
Morning session opening	8.30am	8.30am	8.30am	8.30am	N/A	8.30am	8.30am
Morning session collection (parent / childcare provider)	11.30am	11.30am	11.30am	11.30am / 2.30pm / 3.30pm	N/A	11.30am	11.30am
Afternoon session opening	12.30pm	12.30pm	12.30pm	-	N/A	12.15pm	-
Afternoon session collection (parent / childcare provider)	3.30pm	3.30pm	3.30pm	-	N/A	3.15pm	-

3. Reception and KS1

Parents/carers should bring their children on to the playground and wait with them until the staff open the main school doors. The doors will open at 8:45am and will remain open for 10 minutes so the children can drift in at which point the doors will be closed. Once inside the school the children should hang up their coats and bags and proceed to the classroom. Members of staff at the door or the admin staff will pass on any information necessary.

At the end of the school day parents should wait on the playground to receive their child from a member of staff. All children will be handed over to their parent/carer.

	Arley	Clifford Bridge	Frederick Bird	Hearsall	Stockingford	Walsgrave CE	Whittle
Doors open	8.45pm	8.35am	8.35am (8.45am – KS2)	8.35am	8.45pm	8.35am	8.35am
Doors close	9.00am	8.45am	8.45am (8.55am KS2)	8.45am	8.55am	8.45am	8.45am
End of school day	3.30pm	3.15pm	3.15pm	3.15pm	3.25pm	3.15pm	3.15pm

4. KS2

Once in KS2 children may arrive and go straight on to the playground.

The timing of the school day for children in KS2 is the same as that of children in Reception and KS1. (Please see table above)

Once children enter school they should hang up their coat and bag and proceed to their classroom where they will engage in early morning activities.

At the end of the school day the children should leave the building via their allocated doors and wait until they have been collected by their parents or carers; some children walk home on their own – this consent must be given to the school prior to this arrangement being agreed. (Typically, this will only children in Years 5 and 6.) If there is a change to the identity of the person who normally collects the child the school must be informed in advance otherwise staff will have the right to refuse to hand over the child until confirmation has been received from the parent/carer confirming the identity of the person collecting the child. Please be aware, we are not at liberty to release children to siblings unless written permission is given by the parent who retains parental responsibility if the child is under 16.

5. Late arrival of children

Registration will start and finish at the times detailed below, therefore any children arriving after that will receive a late mark in the register. All children and parents arriving at school after this time must enter through the main doors in the office area. They will be greeted by a member of admin staff, a learning mentor or the attendance champion. They will be asked to sign in and explain why they were late. Children will then be escorted to their classroom.

At 9:30am the admin team or attendance will send out communications to absent families using Studybugs or call parents to find out where the child is and why they have not come to school. Visits to the family home (if required) may take place to support the family in getting the child into school.

6. Late collection of children

In the event that a child is not collected by an authorised adult at the end of a session/day, the school puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified member of staff who is known to the child.

In the event that a child is not collected by an authorised adult, we will 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 children will be properly cared for.

Whenever possible, late collection of children from school should be avoided and parents/carers are expected to make every effort to avoid this happening. However, there may be unavoidable circumstances where a parent or carer may be late. In these circumstances, the parent/carers should notify the school as soon as possible that they will be late and give an approximate time of arrival.

Uncollected children will remain with a member of staff, usually a member of the admin staff until they are collected by a family member. Where a child has not been collected and there has been no explanation, the school will ensure supervision until collection. The school will try to make contact with the people on the list of contacts. If after 30 minutes the school has failed to make contact with a parent/carers or another family member the child will go into the after school care provision and the parent will be charged the agreed rate for the session; SLT/Learning Mentor/Business Manager will continue to contact parents but if no contact has been made by end of the session, Children's Social Care will be contacted and the child handed over to them for temporary care.

In the event of Children's social care being called and responsibility for the child being passed to a child protection agency, the school will attempt to leave a further telephone message with the parent/carers or designated adults' answer phone. Furthermore, a note will be left on the door of the school's front door informing the parent, carers or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local social services department.

Under no circumstances will a child be taken to the home of a member of staff, or away from the school unless absolutely necessary, in the course of waiting for them to be collected.

7. Before and after school provision

Before and After school provision is open for an agreed amount of time daily (see table below). Children are signed in and out by the parent, carers or an agreed adult previously notified to the staff on duty. Children should never be released to an unauthorised adult.

At the end of the breakfast club session, children will be taken to their classrooms by a member of staff. This is especially important as the site is open to families arriving for school.

	Arley	Clifford Bridge	Frederick Bird	Hearsall	Stockingford	Walsgrave CE	Whittle
Before school care Doors open	8.00am	7.45am	7.45am	7.45am	7.45am	7.45am	7.45am
After school care closes	5.30pm	5.45pm	5.45pm	6.00pm	5.15pm	5.45pm	5.45pm

Reviewed by:	Rob Darling Gill Bowser	November 2021 November 2024
Senior Lead Review:	Rob Darling	December 2024
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Approved by CEO:		13 January 2024

Signed:



Lois Whitehouse
CEO