

**St James CE Primary School
Arrival and Collection Policy**

Arrival at school.

Your children are precious. When bringing your child to school or collecting from school by car, **please do not obstruct the school gates or park on the yellow lines, the zig-zag lines or the pavement outside school.**

The school is responsible for children on roll from 8.45am. Once a child arrives on school premises they must not leave without permission.

The school day begins at 8.55am and ends at 3.30pm. At 8.55am the bell is rung in the playground by the duty member of staff. Children should line up in their class groups and will be sent into school by the duty member of staff.

The school office is open from 8.45am for parents wishing to speak to the office staff.

If, in the opinion of the duty member of staff, the weather is too wet for children to wait outside, children will be sent to wait in the hall until 8.55am or until the bell is rung, when they will go to their classrooms.

Parents of children in the Reception Class can accompany their children to the classroom each morning. By the second term of Year 1 we hope that the children will have grown enough in confidence and independence to be able come into school without their parent or carer.

Lateness

The School actively discourages late arrival. The School allows the register to be kept open for up to thirty minutes from the beginning of registration. The register is open at 8.55am and closes at 9.25am. Any child arriving at school after 8.55am must sign in at the school office on arrival.

Illness, Medical and Dental Appointments

Pupils should be encouraged to make appointments out of school hours. Children leaving school premises during school hours must be signed out in the register kept in the school office.

Collection from school.

Children from the Reception Class and from Years 1, 2 and 3 will be handed into the care of a responsible adult at the end of the school day. Parents and carers should inform the class teacher or the school office if someone different is going to collect their child. Sometimes parents have to arrange for someone to collect children at short notice. If we are unsure about a change in collection arrangements we may check with parents by telephone.

Children attending extra curricular after school clubs led by a member of staff will be handed into the care of a responsible adult or allowed to walk home, as indicated by parents or carers on the club permission slip.

With parental permission, children may go home by taxi. The child should be collected from the school foyer by the taxi driver.

If, as the result of a family breakdown or a court order one parent or partner is no longer allowed access to a child, please inform the school in writing immediately. Equally as important, please inform us as or when the situation is resolved.

Any person who appears unfit to take full responsibility for the child he/she has arrived to collect will not be allowed to take the child from the premises. If the said person is parent or carer of the child in our care, we will try to contact other contact names on the school data sheet. If that is not possible and the situation cannot be resolved and we feel that the child is at risk, we will contact the duty officer at the Social Services Department.

Policy Agreed: June 2008

Review Date: June 2011