



Belvedere Infant and Junior Schools Arrival and Collection of Children Policy

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Principle Academy Vision

We put children first, pioneering excellence and championing each and every child.

Belvedere Infant and Junior Schools have the highest regard for the safety of the children in our care – from the moment they arrive to the moment they depart at the end of the school day. The purpose of this policy is to ensure that safeguarding procedures for the arrival and collection of children are robust, communicated well to parents/carers and adhered to by staff.

Arrival of Children

Belvedere Nursery

- Children should arrive from 8.25 am. We do not expect children to arrive before this time and they must be accompanied by a responsible adult until 8.30am.
- Staff will be on duty to welcome the children from 8.30 – 8.35am at the nursery entrance.
- The main gate is only open between 8.25am - 8.35am and 11.25am - 11.35am for the morning nursery session and between 12.20pm – 12.30pm for afternoon nursery session.
- If children arrive after the gate closes, they must be brought around to the main office on Mitchell Close. They will then be escorted or directed to class by a member of staff when they are available to do so and you must wait with your child until this is possible.
- Children may NOT leave the school site once they have been dropped off.

Belvedere Infant School

- All children can arrive from 8.35 am. We do not expect children to arrive before this time and they must be accompanied by a responsible adult until 8.45am.
- Staff will be on duty to welcome the children from 8.45am at their classroom doors.
- There is opportunity to register your child for Breakfast club – this starts at 7.30am in the Junior school. Staff will then escort the children to the Infant school at 8.45am.
- Gates are locked at 8.55am for safety reasons so parents must vacate by then.
- If children arrive after the gate closes, they must be brought around to the main office on Mitchell Close. They will then be escorted or directed to class by a member of staff when they are available to do so and you must wait with your child until this is possible.
- Children may NOT leave the school site once they have been dropped off.

THE PIRATE SHIP AND OTHER EQUIPMENT MUST NOT BE USED AT ARRIVAL OR COLLECTION TIMES. THIS EQUIPMENT IS FOR SUPERVISED TIMES DURING THE SCHOOL DAY ONLY.

Belvedere Junior School

- All children can arrive from 8.45am and will enter the school via the main gate. Adults are not permitted on to the school grounds, unless they need to go to the school office.
- We do not expect children to arrive before this time and they must be accompanied by a responsible adult until 8.45am unless parents/carers have requested and returned a permission slip for them to come alone (Year 6 only) – **See Appendix 1.**
- There is opportunity to register your child for Breakfast club – this starts at 7.30am in the Junior school. Staff will then escort the children to their classroom at 8.45am.
- Gates are locked at 9.00am for safety reasons so parents must vacate by then.
- If children arrive after the gate closes, they must be brought around to the main office. They will then be escorted or directed to class by a member of staff.
- Children may NOT leave the school site once they have been dropped off.

THE TRIM TRAILS, BASKETBALL NETS OR OTHER EQUIPMENT MUST NOT BE USED AT ARRIVAL OR COLLECTION TIMES. THIS FACILITY IS FOR SUPERVISED TIMES DURING THE SCHOOL DAY ONLY.

Procedure for End of Day

Collection of children

Dismissal times for the end of the school day:

- Infants: 3.15pm (School gate will open at 3.05pm)
- Juniors: 3:20pm (School gate will open at 3.15pm)

Children can only be dismissed to an adult that has permission to collect them from school that are on the class dismiss list. The class teacher will not dismiss to an unknown adult and they will ask a member of the office to call the parent to seek clarity. Children under the age of 16 are not permitted to collect any child from either the Infant or the Junior school. Please refer to Safeguarding Pupils Walking to and from School Alone Policy.

- Children will be collected from their classroom teacher by a responsible adult unless parents/carers have requested and returned a permission slip for them to go home alone (Year 5 in the summer term and Year 6 only) – **See Appendix 1.**
- Teachers must have a visual of the parent and not dismiss because the child says they can see them.
- Teachers should NOT dismiss from a distance and should be as close as reasonably possible to parents.
- Mobile phones should remain in bags on school premises.
- Parents must NOT be invited into the classroom at the end of the day. They may wait and talk to the teacher outside after the collection of ALL children or make an appointment for a later date.
- Smiley Ark After School Club are authorised to collect from the classroom, the teacher will have a list of children who attend After School Club.

Late children

- Children should remain with their class teachers until 3:30pm (when the main gates lock) after which they can be taken the main school office to meet the staff member responsible for late collection.
- This staff member writes the names of the children and keeps a log.
- Parents are called and spoke to regarding late collection of their child and the impact this has on the child and staff at school as teachers regularly have meetings at the end of the school day.

Collection from enrichment clubs and booster clubs

The member of school staff that is responsible for leading the club should collect the children directly from their classrooms or plan for another member of staff to do so. If this is not possible then the class teacher should keep these children and take them to the location of their club once all of their class has been dismissed. The staff member delivering the children to the club should let the club leader know if any children are absent so that they can update their register. All enrichment clubs should have a register taken at the start of each club and this should be shared with the admin team.

All children attending school clubs must have written consent from a parent/carer for the child to stay. Club leaders will collect a pack from the office containing all contact details each time they take a club. They will return this pack when they have dismissed all the children. The parent should have been informed of the finishing time and the club leader should have arrangements in place so that they know how each child is to get home safely. All children are dismissed from clubs via the main offices in the infants or juniors.

Gate Duty

- All members of the Senior Leadership Team (SLT) and senior teachers, administration staff, premises staff and finance staff can be asked to lead a gate duty in the morning or afternoon.
- There should be (unless staffing does not allow) three members of staff on the main school gate at the end of the school day from 3.05pm in the infants and 3:15pm in the juniors.
- In the infants, there will be one adult in the playground and one adult stationed by the pupil entrance.
- In the juniors there will be one member of staff stationed by the pupil entrance.
- Staff remain on gate duty and in the playground until 3:30pm or when the last parent has left the playground.

Missing Child at the End of the School Day

- As soon as you are aware that a child is missing inform the front office.
- Front office to inform all staff on gate duties and in the playground that a child is missing so that they can be vigilant on the gates. Executive Head Teacher to be informed.
- A member of SLT will check the CCTV.
- A member of Senior Leadership Team (SLT) to coordinate a search of the school and grounds. SLT to meet with Class Teacher to ascertain timeline.
- If the child has not been found following a search of the premises then SLT to contact the police. If parents are not already aware Executive Head Teacher or SLT to inform the parent. Parental communication to be delegated to a member of SLT who must keep the parent/s up-to-date.
- SLT / Executive Head Teacher to inform the Regional Director of the School.
- SLT to maintain a timeline of the incident.
- When the child is found all parties must be made aware.
- The Executive Head Teacher or another member of the SLT must complete a full investigation once the incident is resolved and this must be shared with all stakeholders inclusive of the parents of the child.
- Individual risk assessments to be implemented where appropriate.

Collection for Appointments during the School Day

School should be informed in writing if a child has a medical or other authorised appointment to attend. This can be by a letter in the book bag or by providing a copy of an appointment card.

Teachers will then make arrangements for the child to be ready for collection. Parents/carers should report to the office to collect their child. Please allow enough time for the office to notify the class teacher and your child to be dismissed and signed out at the office.

Separated Parents

Please note that staff cannot prevent a separated parent from collecting their child unless there is a court order in the school's possession preventing that parent from having access to the child. If school is unaware of arrangements and the collection by a separated parent is unusual and during the school day we will inform the prime carer that the other parent is here to collect their child. At any time if a child is anxious and was also unaware of the arrangement school will make contact with the prime carer before letting the child go.

Supply Teachers

We have our own cover teachers who are all aware of school procedures. On rare occasions if we do use a new supply teacher they will be issued with this guidance and a TA will be enlisted to support dismissal.

Appendix 1

Permission for My Child to Arrive at School Unaccompanied - Year 6 only

Child's name: _____

Child's class: _____

I request permission for my child to arrive at school unaccompanied. I understand that staff will not be available for supervision until 8.45am.

Name: _____

Relationship to child: _____

Signature: _____

Date: _____

Permission for My Child to Leave School at the End of the School Day Unaccompanied – Year 5 in Summer term and Year 6 only

Child's name: _____

Child's class: _____

I request permission for my child to leave school unaccompanied. I understand that staff will only be available for supervision until 3.30pm.

Name: _____

Relationship to child: _____

Signature: _____

Date: _____