

Flushing C of E Primary School Pupil Arrival/Collection Policy

Flushing Church of England Primary School is a welcoming, safe and caring environment within the heart of the community.

Introduction

In order to realise this aim we believe it is essential that roles and responsibilities surrounding the arrival/collection of pupils before, during and at the end of the school day are clear to all.

Arrival/Collection Arrangements

When bringing or sending children to school in the mornings, parents/guardians should note that there are no teachers officially present until 8.45 a.m. Children should arrive in the main playground between 8.45 and 8.55am, so that they are not late. No child should be left unsupervised in the playground before 8.45am.

In the case of children who go home for a mid-day meal, parents must collect their children from school at 12 noon. Responsibility will only be accepted during the lunch hour for children that have gone home for lunch from 12.40 p.m., provided such children are on the school premises.

The end of the school day is 3.15pm and all children must be collected on time. Infant children must be collected by a parent/guardian or designated adult (we must be notified of this adult and introduced to them by the parent/guardian before they take on this role).

Any child not collected on time at the end of the school day (including school clubs) will be noted by the head teacher. If the situation re-occurs the head teacher will inform the parents/guardians by letter that on the next occasion, the child may be placed in the Thumbs Up Club and the parents/guardians charged the full hourly rate. Placement in the Thumbs Up Club will be left to discretion of the head teacher (based upon the number of times it has occurred, the reasons and the length of time the child was left for). Children placed in the Thumbs Up Club must be collected in person and signed for.

If the head teacher places a child in the Thumbs Up Club and the parents/guardians have not returned an admission form, the school's admission form will be used instead (this holds medical/contact information for the child).

Parents/guardians must ensure children know their collection arrangements before they leave home. In emergency, contacting the office before 12 'o' clock to notify of any change in arrangements. Due to limited office hours, the school cannot guarantee that any changes made after that point will be picked up or passed on.

It is a condition of After School Club membership that all infant children staying for such activities must be collected by their parents/guardians or responsible adult at the

end of the session (this includes children that travel on the ferry). Infant children cannot be collected or supervised by an older child, it must be an adult.

Parents/guardians are encouraged to return a form notifying us of other adults who are authorised to collect their children (we must be notified of this adult and introduced to them by the parent/guardian before they take on this role).

The school/staff are not responsible for pupil transport to and from school. Staff can only transport children on roll in their car for a specific event covered by a relevant form with written parental permission.

The Walking Bus is provided to ensure safe arrival and departure of pupils regularly travelling on the ferry from Falmouth to the school. Pupils can only use the Walking Bus if they have been signed on using the appropriate forms and wear a tabard. Because the supervision ratio is 6 pupils to 1 adult, the Walking Bus has a capacity based upon staff available each day. Therefore the school has no capacity to take pupils on one off journeys for birthdays, to play or other events, as this would compromise the organisation and administration of the Walking Bus.

Monitoring and Review

This policy will be monitored for its impact through reports from the head teacher to governors. It will be reviewed according to the policy cycle document.

Signed.....

Date.....