Dropping Off & Collecting Pupils Policy

Person Responsible for Policy:
Claire McKinney (Head Teacher)

Date of Adoption by Governing Body:
Summer 2025

Date of next review:
Summer 2028

Ensuring that pupils arrive and leave safely is a prime concern for us all.

Parental Responsibility

All Nursery, Reception, Year 1&2 pupils must be dropped off and picked up by an adult. We further recommend it is best that all children are dropped off and collected by an adult. However, if you wish to take responsibility for your Year 5&6 child walking to and from school alone, written permission is required.

Travelling to and from school

The roads around our school, including Richard Avenue and Hurstwood Road become very busy during school drop-off and pick-up times. We encourage children to walk to school with parents if possible.

In the morning and afternoon, the roads outside Richard Avenue Primary School are very congested and we encourage parents to park in an appropriate and safe manner. This includes NOT parking on or

dropping off/picking up pupils and adults on the Yellow Zig Zag lines (between the hours of 8am and 5pm); these lines are present outside our school to ensure the safety of all pupils.

Dropping off your child at school

Your child is allowed on site from 8.45am and we ask you not to drop off your child at school any earlier, as the staff are not on duty until then.

The gates around the perimeter of the school are opened at 8.45am and children are then allowed onto the site to enter the appropriate entrance for their class. The children will be able to enter the building between 8.45am and 9.00am. To ensure the safety of pupils all entrances on the main yard will be manned by school staff who will remain on the yard until every child has safety entered the building. We ask that all parents leave their child at the entrance to the yard and do not enter the yard themselves.

The gates will be locked at 9.00am. Any child arriving after this time must make their way into school via the main entrance so their attendance can be recorded by the office staff. 'Late attending pupils' will be recorded and the reason for lateness noted.

If you know you are going to be late or if your child/children are not going to attend school please contact the school office and inform a member of the office staff. The phone is 'manned' from 8.00am ,we also have an answer machine so you can leave a message, telling us the name and class of your child and the reason why they will not be attending school on that morning and/or day.

Collecting your child from school

At 3.25pm the gates around the perimeter of the school are opened, parents will then be able to enter the site ready to collect their child/children. Parents asked to stand well back from the class dispersal points in order that children can clearly see their parent or adult who is collecting them.

The front entrance is not used by any of the children to leave the building at the end of the school day.

Parents who are late will be required to collect their child/children from the school office. 'Late collection pupils' will be recorded and the reason for late collection noted.

Lunchtime – collection and drop off

Any child going home at lunch time will be collected promptly from school at lunch time via the office and will be returned to the office on return in the afternoon.

All Nursery children are handed over by parents/dropping off adult to a member of staff at the Nursery entrance and handed back to parents/collecting adult by a member of school staff. Late pupils will be brought to the office, for drop off or collection.

- Morning drop off is at 8.45am and collection is at 11.45am.
- Afternoon drop off is at 12.45pm and collection is at 3.45pm.

After school clubs

After school club pupils will be handed over to parents/collecting adult on the main yard who will leave via the double gate. After school clubs finish at 4.30pm (unless otherwise stated).

Breakfast club and Afterschool club

Pupils can be dropped off from 7.45am for breakfast club and must be picked up by 5.45pm for after school club. All pupils must be signed in and signed out by the collecting adult.

Collection by older siblings

This will be at the discretion of the Head Teacher, as the head will need to be satisfied that the older sibling can be deemed as 'responsible' and are 16 or older. No child will be handed over to an older sibling if they are not deemed to be 'responsible'. If there are concerns, the Head Teacher will telephone parents or carers to

request an appropriate adult to collect the children. Until this can be arranged, children will be supervised by the out of school team. Charges may apply.

Safeguarding

If staff feel that it is not appropriate for a parent to take responsibility for their child i.e. they are under the influence of alcohol, school will make a judgement call, reserve the right to hand over the child and refer to our Safeguarding procedures if necessary.