

# LYCÉE INTERNATIONAL DE LONDRES

## WINSTON CHURCHILL

(The “School”)

### Policy #27: Drop-off / Collection Policy for students

#### **Mission**

Through a rigorous, bilingual programme and innovative methods, we educate pupils to become responsible, creative, and principled global citizens. We teach them to think critically and act ethically, to form and express their own opinions and respect those of others, to define their own life goals, and to make sense of and embrace change.

Our values are excellence, creativity, integrity, awareness and community.

In support of these aims and values we are committed to ensuring the following:

#### **Introduction**

The School is committed to providing a safe, responsible and caring environment that enables every Student to develop their full potential. The School acts *in loco parentis* when Students are under our care, and employs every possible measure to ensure their safety at all times.

When Students travel to and from School, the responsibility for their safety lies with their parents (who are directly liable even if they employ a nanny or au pair) and, as such, it is important to consider this when deciding what arrangement for travel to and from School is in the best interest of each Student. The School cannot be held responsible for the safety of students when they are not on campus or directly under the School staff’s care.

## **1. Travel to School**

Parents are responsible in all instances for ensuring the safety of students travelling to School.

## **2. Leaving School**

### **Students in Secondary**

The school encourages and educates students to take responsibility for themselves as they grow up and allows Students in Sixième/Year 7 and above to leave the School Campus at the end of the school day unsupervised if parents gave consent on Eduka. Students from Y11 can leave school after their last class of the day.

If parents wish to make a different arrangement for their child, a letter specifying the family's arrangement must be sent to the Head of School before the start of the academic year or term to which it applies.

### **Students in Primary**

With the students' safety in mind, the School does not generally allow Students in Primaire (Y1-Y6) to leave the School unsupervised. Children in Y5 or Y6 may be authorised to go home by themselves but only if

1. Their parents consent AND
2. The school has interviewed the child to discuss road safety procedures and their route home.

If the Student is not engaged in the After School Programme, they should be collected by a Parent/Guardian/older sibling no later than 16h00, or in the case of Garderie or After School Program, by 18h00 at the latest. The School will charge a penalty fee when children are collected after 18h00.

## **3. Collection**

### **Authorised Adult**

Parents who employ a nanny/child-minder to look after their children can authorise one non-parental adult to collect their child on a daily basis. This must be done

through the Back to School (on Eduka) digital paperwork. Please note that, as with travel to School, parents are responsible for ensuring the safety of their child. The School will not permit any child to be released into the care of an adult if:

- We have not received permission in writing from the parents in advance, naming the particular adult as authorised to supervise your child,
- The authorised adult does not carry a School identity card.
- The authorised adult appears unfit to carry out the duty of care (alcohol , drugs, anger, etc) or poses any safeguarding risk.

### Authorised Older Sibling

The School will permit an older sibling (Sixième/Year 7 or older) to escort a Primaire Student home only if we have received written parental permission (B2S paperwork). As with an authorised adult, the Parents are responsible for ensuring the safety of children being escorted by an authorised older sibling.

## 4. Lateness

The School expects parents to be punctual in collecting their child at the agreed time. In case of an incident delaying them, parents should call and inform the Primary office or Vie Scolaire as early as possible. Persistent lateness or failure to collect children from School can trigger the School's child Protection procedures, which might include making a safeguarding referral to the social care unit of the Student's local authority. Children not collected at the end of the school day (15h50 for Primary Children, with teacher supervision until 16h00) will automatically be sent to Garderie for supervision until an authorised adult appears. For children not enrolled in an ASP class, the School also reserves the right to charge a fee for supervision (garderie) starting at 15h50. After 17h45, new fees will apply in 15mn increments.

Policy created in 2015

Policy reviewed in:

- March 2023
- April 2022

- September 2019
- September 2018
- February 2018
- December 2017

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**ANNEXES A and B: autorisations forms below**

# Annex A

## Permission for an adult other than a parent to pick up a student after school.

I \_\_\_\_\_ (Print name) give permission for my child \_\_\_\_\_ (Print name of child) in \_\_\_\_\_ (Print class name)

to be collected after School by the following person.

Name of authorised adult (“Authorised Adult”):  
\_\_\_\_\_

Relationship to child:  
\_\_\_\_\_

Which days to pick up child (“appointed day(s”):  
\_\_\_\_\_  
\_\_\_\_\_

By signing this form I acknowledge that, as the Parent of the child listed above:

- I have sole responsibility for ensuring that my child is safe in travelling to and from School.
- I have sole responsibility for ensuring that the Authorised Adult is in possession of a Lycée International de Londres Winston Churchill identity pass.
- I accept any liabilities arising from lateness in collecting my child on the appointed day(s).
- The School, at its own discretion, can refuse to release my child into the supervision of the Authorised Adult if there is a reasonable belief that they pose a safeguarding risk to my child.

Parent/Carer signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Annex B.

### Permission for a sibling to escort a child home from school.

I \_\_\_\_\_ (Print name) give permission for my child \_\_\_\_\_ (Print name of child) in \_\_\_\_\_ (Print class name) to be escorted home by the following person.

Name of authorised sibling (“Authorised sibling”):  
\_\_\_\_\_

Relationship to child: \_\_\_\_\_

Age and Year Group of Authorised sibling: \_\_\_\_\_

Which days to pick up child (“appointed day(s”):  
\_\_\_\_\_  
\_\_\_\_\_

By signing this form I acknowledge that, as the Parent of the child listed above:

- The authorised sibling is in Sixieme/Year 7 or above.
- I have sole responsibility for ensuring that my child is safe in travelling to and from School.
- I accept any liabilities arising from failure to collect my child on the appointed day(s).
- The School, at its own discretion, can refuse to release my child if there is a reasonable belief that they pose a safeguarding risk to my child..

Parent/Carer signature: \_\_\_\_\_

Date: \_\_\_\_\_