GIGGLESWICK
SCHOOL

Prep School
Child Collection Policy

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1 INTRODUCTION

As part of our safeguarding procedures all pupils must be handed over to parents/carers at the end of the school day. A child can only go home with those adults identified on iSAMS as a contact.

If someone different is collecting, the PA to the Head (Diana Frank) should be informed beforehand by the child's parent, preferably in writing, and this will be communicated to staff to ensure safe collection (see Prep School Supervision Policy). We will not send a child home with someone else even if they are known to the staff member/school unless this has been communicated to the class teacher first. When informing the PA to the Head, parents should indicate if this is an on-going arrangement or a one-off situation. If the arrangement is likely to be frequent, the information will be added to iSAMS so that all staff can be made aware of the arrangement.

Children must be collected by someone over the age of 14 years. If staff are unsure of a young person's age, they will ask for proof before sending the child home. No child will be sent home with another person without the school receiving at least verbal permission from a person with parental responsibility. Staff should contact parents before handing over children should they be uncertain or have not received information on a change of arrangement.

2 COLLECTION FROM SCHOOL DURING SCHOOL HOURS

The school opens at 8am, and pupils should arrive before 8:20am when registers open. These close at 8:40am.

Parents/carers should ensure that routine appointments, e.g. to see the dentist or doctor, are made during the school holidays or after school. However, if your child needs to attend appointments during the school day, please can you make the PA to the Head aware as soon as possible so that this can be appropriately logged (see Attendance Policy) and staffing arrangements can be made to ensure your child is ready for a different collection time, or to greet them from the Tower when they return – as part of our safeguarding arrangements the school building is code locked during the day.

3 4pm COLLECTION FOR PUPILS

The collection time for pupils not attending CASE activities is 4pm.

All pupils will be handed to parents by the teaching staff on duty from the Reception Classroom door. They will be signed out using a register.

Activities (CASE) for children runs on a daily basis from 4pm to 5pm. Following activities, collection for pupils is at 5pm from the main entrance. Parents can book an optional tea for an additional cost a half-term in advance. Pupils who are accessing tea will be taken to the Dining Hall by members of staff and will return to school for collection at 6pm.

Pupils staying in school for activities will be registered by the member of staff leading the activity (this will be different each day as activities vary as per our CASE Timetable, staff members are identified on this). Activities operate under the normal school policies that cover pupil welfare and safeguarding.

Two members of staff are on evening duty each day and are responsible for ensuring all pupils are safely collected at 6pm from the main entrance.

In essence, our Activities provision is an extension of the school day for those pupils staying after 4pm and thus normal school policies and procedures apply.

4 END OF DAY COLLECTION

The end of the school day is 5:00pm following activities/CASE. However, by arrangement, pupils may be collected at 4pm.

Form teachers/assigned staff are responsible for overseeing the safe collection of pupils, and will bring the children to the main entrance for handover to parents/carers. They will sign pupils out on registers when they have ensured pupils are safely collected from the main entrance.

R-Y2	Mrs Robb or Mr Mundell
Y3&4	Mrs Jones Mrs Scales, or Mr Mundell
Y5&6	, Mr Fremlin, Mr Shaw or Mr Mundell

All pupils staying for optional (charged) tea or leaving on the school bus (departing 5:15pm) will then be registered with evening duty staff.

The evening duty staff will walk the children to tea (using the designated pathways) and will supervise the children in the queue and then eating. Boarders will be taken to the Boarding House enroute and are then in the care of boarding staff. Duty staff will ensure children using the school bus are handed over into the care of bus staff in the Hobson Room/Sports Hall.

A staff member on duty will escort the pupils back to school ready for signing out at the main entrance from 6pm. Parents/carers should contact the school in advance should they be arriving to collect their child. If this has not been received, staff will make contact by 6:15pm.

Children that are not collected by 6:15pm will be supervised by Catteral House staff at the Boarding House, and parents/carers will be required to collect them from 'the Blue Lagoon' area. They must notify boarding staff before collecting so that we can ensure that pupils have been safely collected.

5 WALKING TO AND FROM SCHOOL UNACCOMPANIED

A small number of older children (Year 5 or 6) in the school walk home unaccompanied at the end of the school day. While we as a school promote independence in our children, we are always mindful that safety and security should come first, particularly as the evenings start to get darker.

Only pupils in Year 5 and 6 can go home on their own provided that both the family and school have no concerns about the child's ability to keep themselves safe and that the school receives permission in writing from the parent/carer.

As part of our safeguarding procedures, we have an up-to-date register of all children who have been given permission to walk home alone. This is kept up to date by the PA to the Head, who will ensure that teachers of children in Years 5 and 6 have a class list with information about the arrangements for each child. A copy will also be kept in the main school office.

Parents should ensure that their child understands the Green Cross Code/Road Safety, is aware of stranger danger and clearly understands what action to take in case of an emergency. It is advised that children of primary age walking home alone go straight to an agreed residence and do not go home to an unsupervised dwelling.

6 USING SCHOOL TRANSPORT

A number of children use school transport to and from school. Prep School pupils should be accompanied at the bus collection points before being collected, and parents/carers should meet pupils at the end of the day when being dropped off.

If a different person is collecting your child, parents/carers must ensure that the Transport Co-ordinator is made aware in advance so that this can be communicated to our drivers.

GIGGLESWICK
SCHOOL

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