

COLLECTION AT THE END OF THE SCHOOL DAY POLICY

Created – February 2024

Next Review – February 2025

Review Information – Annually, or following a change in legislation

Approved by Paul Spencer Ellis on behalf of

Richard White, Chair of Managing Council

REVIEW JOURNAL

Version	Approved By	Revision Date	Description of change	Author
V1	HM			HM/VM

DOCUMENTS & GUIDANCE REFERED TO IN REVIEW

Document/Guidance	Date

This policy applies to Polwhele House School, EYFS and After School Clubs. It should be read in conjunction with the Child Protection Policy and the Missing Child and Late Collection Policy.

At the end of the school day, children are prepared for collection.

EYFS

Parents/carers come to the courtyard entrance and collect children from a trusted adult, where any observations can be shared. Parents wishing to nominate an alternative collection procedure must do so in writing, preferably with a photo of the person being shared. A password may be agreed between staff and the parent/carer. This must take place if the parent of a different child is nominated to collect the child. No child will be released to an adult unless permission has been given in this way.

Children are collected at 15:45, unless prior arrangements have been made for the child to stay to Late Club or an after school activity. Please see the EYFS handbook for arrangements for later collection. If a child is to stay until 17:30, at least 48 hours' notice must be given (unless there is an emergency).

Pre-prep

Parents/carers come to the upper Pre-prep door to collect children from a trusted adult, where any observations can be shared. Parents wishing to nominate an alternative collection procedure must do so in writing, preferably with a photo of the person being shared. A password may be agreed between staff and the parent/carer. This must take place if the parent of a different child is nominated to collect the child. No child will be released to an adult unless permission has been given in this way.

Children are collected at 15:45 (if they are not staying to after school activities) or at 17:00 (if they are staying late). If a child is to stay until 17:30, at least 48 hours' notice must be given (unless there is an emergency). If staying on until 17:30, pupils will need to be collected from the Main House.

Prep School

Teachers take the children to the car park where they wait beside the shed for parents to collect them. Only Year 8 pupils may walk to their parents' cars and parents for all other year groups are expected to collect their child from the shed. Up to Year 6, parents wishing to nominate an alternative collection procedure must do so in writing, preferably with a photo of the person being shared. A password may be agreed between staff and the parent/carer. This must take place if the parent of a different child is nominated to collect the child. No child will be released to an adult unless permission has been given in this way.

From Year 7, pupils may tell teachers their collection arrangements, if they are different from normal.

Year 9 children (from September 2024) will be collected from the Gravel Carpark.

Pupils are collected at 15:45 (if they are not staying to after school activities) or at 17:00 (if they are staying late). If a child is to stay until 17:30, at least 48 hours' notice must be given (unless there is an emergency). If staying on until 17:30, pupils will need to be collected from the Main House.

Created: February 2024

Reviewed:

Review date: Annually, according to the school's policy review cycle