



**COLLECTION PROCEDURE POLICY  
(INCLUDING EYFS)**

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Date Reviewed: January 2020  
Next Review: Spring Term 2021

**Policy Review Amendments**

<b>Date of Amendment</b>	<b>Amendment</b>
27.01.2020	No amendments



## Collection Procedure Policy (including EYFS)

Once a child is outside the school gate after school, he/she is deemed the responsibility of the parent. It is vital that all children and parents adhere to the clearly drawn up car park rules around the car park when inside and outside of the car.

### **Pre-Prep**

Normal collection time is at 3.40 pm. The Class Teacher walks out with their form and hands over the children to the parents who wait outside the school gate. The member of staff will shake hands with the pupil to register the fact that they have left school. In the Nursery, parents come in to school to collect the children at the end of a session.

If the person collecting the child is not recognised by the member of staff at the gate, then a check must be made with the Head of Pre-Prep as to the arrangements for that child's collection. If no message has been received, then the parents will be contacted before the child is released.

In the Pre-Prep, the parents must inform their child's Class Teacher or Head of Pre-Prep if their child is staying for Owls session(s) or an after-school club unless they have previously booked these sessions using the end of term form. (Any changes to this list are checked daily by the Head of Pre-Prep).

Parents who collect children from after-school clubs collect their children from the relevant venue and there is a formal hand over. If for any reason a parent does not turn up at the end of the day, the child is taken to Late Owls. If at 6.00 pm when school finishes, a parent does not turn up, in the absence of the Head of Pre-Prep, it is the responsibility of the member of staff on duty to follow-up the procedure given below - phoning parents, friends, family, etc. In the event that no contact is made, the child will be handed over to a member of the Leadership team, then, and in an absolute emergency, they may decide to contact Social Services or the Police. This would, in all probability, only be for advice.

### **Raising a Concern**

If a member of staff has concerns regarding the suitability of a parent/carer to take proper care of any child (i.e. they suspect that the parent is under the influence of alcohol or drugs) then they must not release the child to that parent and must contact a member of the SLT.

### **The Prep School**

The collection times in the Prep School vary.

Prep and Clubs lists are already formulated from lists sent home annually to parents. Any additions or changes to those lists are checked every day at registration. Lists are kept in the School Office and the children are registered against these lists in Prep and Clubs. If there are any anomalies then

these must immediately be checked with the school office and if necessary, a phone call home will be made.

Some children may be collected in the middle of Prep from the duty member of staff.

The first collection is at 4.30 pm when the member of staff who is on gate duty will hand over children to parents outside the school gate. If a parent is not there by 4.45 pm, the child must be returned to Prep – the member of staff must inform the School Office of any children who have returned in this way.

If the person collecting the child is not recognised by the member of staff at the gate, then a check must be made with the school office as to the arrangements for that child's collection. If no message has been received, then the parents will be contacted before the child is released.

Those children who have not been in Prep, but have come in from Games or other activities, which may at times run late, must be taken to the gate by the member of staff who was teaching them. These children must either be handed over to the Prep member of staff or remain in the charge of the games or activities member of staff until handed over to their parents. The member of staff must also make sure that all the children in their activity have left the school or, if a parent does not turn up, that child must be taken back into school to join Prep. In this latter event the office must be notified.

### **Raising a Concern**

If a member of staff has concerns regarding the suitability of a parent/carer to take proper care of any child (i.e. they suspect that the parent is under the influence of alcohol or drugs) then they must not release the child to that parent and must contact a member of the SLT.

The school office closes at 5.00 pm and after this time parents are able to make contact with the duty member of staff in person or by telephone. The second collection is at 5.30 pm when the member of staff supervising Prep hands over pupils to parents and when all pupils have left the premises, the emergency mobile phone is held by the member of staff taking Extended Prep. If children have not been involved in Prep, but have been in an after-school Club, it is the responsibility of the member of staff doing that activity to take those children to the gate. This must happen – the member of staff must not assume that there is a member of staff at the pickup point. Rather, they must physically take the children to the pickup point and when they find a member of staff on duty there they can hand over the children to that person's care. The member of staff on duty at the Pickup Point must stay until the last pupil has gone. If a parent is late (after 6.00 pm) then the pupil must be brought back in to school. It is the responsibility of the member of staff on gate duty to phone parents (parent's telephone numbers are available in iSAMS) in order to make firm arrangements to get the child home. Usually the Head Master or Deputy Head will still be in school and in the event of it not being possible to contact parents, will take over proceedings. If no member of the Senior Leadership Team is in school at this time (as may occasionally happen) then it is the responsibility of the member of staff on gate duty to make every effort to contact a member of the SLT. If it is not possible to contact parents, the Head Master, Deputy Head or Head of Pre-Prep may decide to keep the child in their care either at school or at their home. Ultimately, if no contact is made with parents for some considerable time, Social Services may have to be phoned for advice on 01392 384444 or the Police contacted. This would, in all probability, only be for advice.