

## **Drop off and pick up Policy** **and Procedures**

April 2023 (Date of review April 2024)

Ensuring that pupils arrive and leave safely is a prime concern for us all at Nant-y-Cwm. We ask everyone to follow our pick-up and drop-off procedures. Please inform your children of these procedures.

**This policy is valid for the main school only, not for the Kindergarten.**

### **Drop Off**

- A member of staff will be on Gate Duty every morning from 8:30am at the front entrance of the school.
- The member of staff on Gate Duty will be waiting at the front door to the school. Their role is to ensure that all children that enter the school remain within the school.
- All children are to enter the main school via the front door before heading to their classroom.
- We request that parents drop off their child at the gate rather than going into the school with their child. This will help the staff keep the school building secure. Children from classes 1-2 can have assistance from their parents if needed.
- At 9am the front door will be locked, if you are late with your child please ring the doorbell and the office staff will answer the door for your child to come into school. Let the person answering know the reason for lateness to be conveyed to the teacher.
- **Parents are encouraged to use the car park both for drop off and pick up.**
- **Parents are requested never to park in front of the school's neighbours' house.**
- **The school road is very narrow. Please drive slowly and watch for children!**
- **Dogs are never permitted on the school grounds, including our car park.**

### **Pick Up**

- If your child finishes at 1:10pm, wait at the gate. A teacher will bring them outside to you.

- At 3:30pm all the children will be with their class teacher in the playground, ready to be picked up on time.
- Parents will wait on the other side of the wall.
- The class teacher will say goodbye to any child when they see their parent.
- We request that parents leave the school grounds as soon as their child has said goodbye to their teacher. This will assist the school in closing down for the day, knowing that the children have left the school safely, and in helping the children rest after a long day at school.
- At 3:45pm the bell will be rung for the school and grounds to be closed for the day.

**Wet Weather**

If the weather is wet, the children will wait inside and a teacher will call them one by one once their parent / lift has arrived.

All children once collected are the responsibility of their parent(s) and they need to leave the school premises as soon as possible.

In exceptional circumstances parents may notify a teacher or the office of an alternative responsible adult, before the end of the day. Adults collecting children are responsible for the children from when the child is signed off the register. All children must be collected by 15:45, at which time school's responsibility ends and the emergency procedure is in operation. Children aged 12 and over may be allowed to leave the school without an adult picking them up, if the class teacher has been consulted and agreed.

**Emergency Procedure After 3:45pm**

If by 15:45 children still have not been collected, they will be taken to the Gate Duty Teacher who will wait in the school office and contact the child's parents. If the GDT cannot get in touch with the parents, the authorised adults on the pick-up consent form (in the class register) will be contacted.

After 30 minutes if the child remains uncollected and the GDT has not been able to speak to parents or an authorised adult contact; the GDT will inform the Child Protection Officer. The Child Protection Officer will advise the GDT and will contact the Childcare Assessment Team (CCAT) after 1 hour of the expected pick-up time or before if appropriate. If the Child Protection Officer cannot be contacted the GDT will act on their behalf.

**Pick-up Consent Form**

Name of Child	
Name of Class Teacher	

Name of responsible person(s) to whom I give consent To pick up my child from school as set out in the “Nant-y-Cwm Pick-up and drop off policy” (minimum of 6 adults please)	Relationship to Child

I hereby give consent for the responsible person(s) as listed in the table above to pick-up my child..... from school as detailed in the “Nant-Y-Cwm Pick-up and Drop off Policy”. I understand that if I wish to make any changes to this list I must fill out a new form and hand it to the class teacher, the most recently dated form will supersede any previous ones. This consent applies for the duration of my child’s education at Nant-y-Cwm.

I understand that in the event that I am not here to pick up my child(ren) on time, the Gate Duty Teacher will contact the above people and ask them to come and collect my child(ren).

Signed .....

Print Name.....

Date.....