



Drop off and pick up Policy and Procedures

January 2018 (Date of review March 2018)

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. Any children arriving at 8:30am will wait in the front classroom whilst the teachers are saying their verse in the staff room. There is no teacher in the classrooms before this time.
- At 8:35am the teachers will be in their classrooms and the children waiting with the Gate Duty person will go to their own classroom.
- 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 front door, even if their classroom is the mobile classroom at the back of the school.
- We request that parents drop off their child at the front door rather than going into the school with their child. This will help the staff keep the school building secure. Children from classes 1-3 can have assistance from their parents if needed.
- At 9am the front door will be locked, if you are late with your child please come to the side entrance by the office. Let the person answering know the reason for lateness to be conveyed to the teacher.

- **It is advisable that adults supervise children below the age of 9 on their journey to and from school.**
- **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, please go to your child's classroom to collect them.
- At 3:30pm all the children will be lined up outside on the tarmac side of the playground, with their class teacher.
- We would like parents to wait on the court side of the playground.
- 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 be with their class teacher in the school and may be picked up as follows:

- Class 1 – from their classroom
- Class 2&3 – from their classroom
- Class 4&5 – from the side entrance
- Class 6&7 – From their classroom
- Class 8 - from the side entrance

All children once collected are the responsibility of the 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.

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 Social Services 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.

