






Aston Hall  
Junior & Infant School

# CHILD COLLECTION POLICY

**ASTON HALL  
JUNIOR & INFANT SCHOOL**  
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**HEADTEACHER:** Mr S Holmes



## Aston Hall Junior & Infant School - Children's Drop off and Collection Policy

### Whole School Information

- \* Class Teachers are responsible for the orderly dismissal of pupils from their classrooms.
- \* Class Teachers must be sure that pupils' leaving arrangements are safe and that children exit from their classroom door.
- \* Class Teachers will not allow children to leave with unknown persons, or other parents without prior knowledge of the arrangement. This information can be found on BROMCOM.
- \* Children will only be allowed to be released from class with written permission from parents and agreement from school that it is appropriate and safe to do so. Admin staff provide an up-to-date list of children with / without permission to class teachers whenever changes are made.
- \* Parents sign a form to give consent for their child to be 'released from class' and therefore take responsibility for their children from this point when released by the teacher, whether the child walks to the main road and out of the school site to meet parents, goes to another classroom to meet parents collecting other siblings, or to walk home alone / with friends.
- \* Older siblings will not be allowed to collect younger students unless there are exceptional circumstances which are made clear to the school and the school can support through use of its own staffing.
- \* Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent by 12pm on the day of the changes at the latest.
- \* Parents will drop off / collect children (or arrange for this to happen) punctually (please refer to school prospectus for these times)
- \* Children not collected on time will be placed in the main entrance / reception area and parents contacted to inform them that their child is safe and needs collecting as soon as possible. Multiple late collections will result in school passing this information onto MASH information sharing as a matter of course, especially when reasons are inappropriate or not given.
- \* Parents will collect children after extra-curricular activities (or arrange for this to happen) punctually at the end of the session – if parents are late the children will be placed in the main entrance where staff can monitor and release. Collection will be made from the main entrance. Multiple late collections will result in school passing this information onto MASH information sharing as a matter of course, especially when reasons are inappropriate or not given.
- \* The school gate is opened at 8:30am and closed at 8:55am in the morning. It is opened at 3pm and closed at 3:30pm in an afternoon.
- \* Classroom doors and internal entrances are closed at 8:45am in a morning and once all pupils have been released from class in an afternoon.

Breakfast Club additional information:

- \* Breakfast club staff are responsible for the orderly dismissal and delivery of pupils to class.
- \* Breakfast club staff will take children to their class ready for registration in the morning.
- \* Breakfast club staff will greet children as they arrive for breakfast club at the main school entrance.

#### EYFS Dismissal Policy

At home time, children are dismissed from designated classroom doors by their class teacher.

Teachers and EYFS TA's, when dismissing children, have excellent knowledge of the children and their families and ensure that every child has gone home with their allocated adult.

If a family sends someone unfamiliar to collect their child, and this adult is not known to the EYFS Team, they operate a password system with the parent. The parent is to notify the EYFS team beforehand who is coming to collect. When this new person arrives to collect the child, they will tell the member of staff on the door the password and then they will check the list that is securely stored away. If the password is correct, then the child will be released.

In the event that a new adult comes to collect a child, and staff have not been notified by the parent, the teacher will direct the adult to contact the parent to phone the office. The office will then be contacted by telephone to confirm who this person is. The parent will also have to confirm the password, to ensure it is the parent.

The parent has to phone the new adult, provide them with the password, then the new adult has to provide this password to office staff. Only then, when the office staff are satisfied with the identity of the person, and the consent of the parent, will they then dismiss/release the child.

Reviewed: Annually, with regards to any changes.