

Revised Procedures for collecting children from school

Starting Friday April 4th 2025

Our school playground is busy at the end of the day, so it is essential that all collection procedures are clear to parents and carers. We regularly review these and ask for your support in following them, to avoid any confusion and enable staff to 'hand-over' all children safely.

The school will continue to operate a one-way system during collection times, with entry through the bottom playground gate and exit through the school main reception gate.

Entry via the playground gates



Exit via the main reception gate



By operating this one-way system, it is easier for staff to visually check that no child leaves without an adult. We understand that this may inconvenience some parents who will be required to walk a little further, but hope you recognise that this is the safest way of dismissing many children from the school site at the same time.

Therefore, the exit out of the playground gate is for people with disabilities and pushchairs only. Please support us to keep your child safe by following this and understand when we remind you of the procedures when you fail to comply.

End of the school day

The school bell will go at **3.25pm** to signal the end of the day. Children and accompanying staff will then make their way to their designated place on the playground and wait for an adult to collect them. Children with permission to walk home from school will line up on the one-way system and leave via the exit when asked.

The school gate will open at **3.30pm** and parents and carers are asked to walk towards, and collect their child directly from, the collection point rather than beckoning them to run across the playground. This ensures school staff can monitor that children are leaving with the correct adult for that day. Children are informed that they must stay with the class teacher until they are collected.

When collecting your child, please can we ask you to:

- let the school office or the class teacher know if anyone different is collecting your child on that day as we will need to confirm with parents before allowing the child to leave with another adult without parent permission

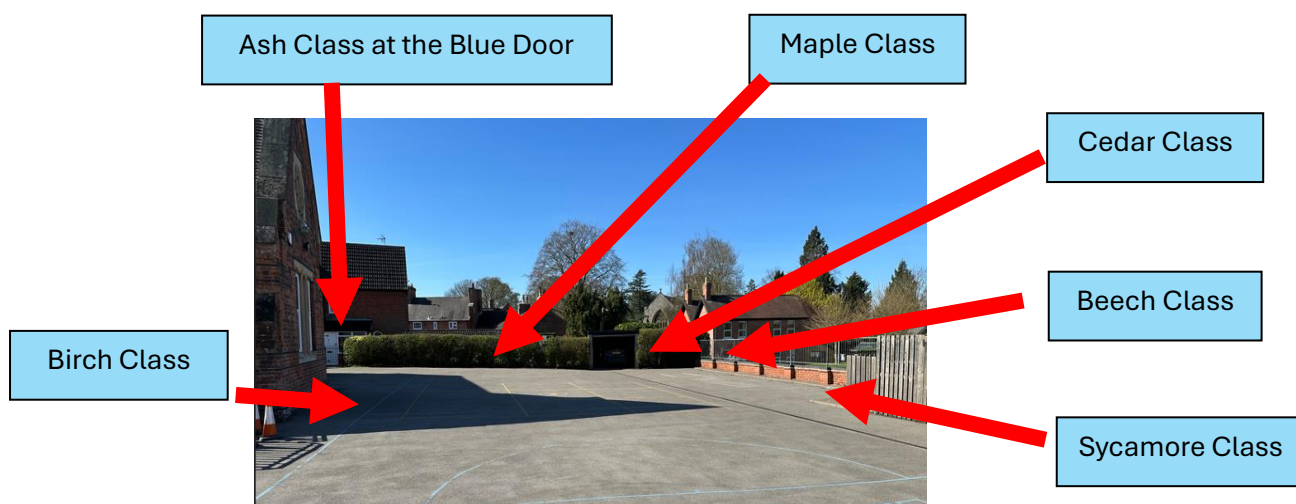
- be patient and wait until the other children have been collected before you ask the class teacher a question
- ensure the class teacher has seen you collect your child as they may need to inform you of something that has happened during the school day e.g. a head bump or a 'wow' moment
- let the class teacher know if you wish to talk privately
- leave via the exit gate once you have collected your child

New collection points

Top part of the playground – KS1



Bottom part of the playground, near the netball court – KS2



May we also politely remind parents, that many children fear dogs regardless of their size and as such, we ask you not to bring them to the school gate or carry them onto the school site.

Staff on bus duty will wait until most of their children have been dismissed. At this point, any children waiting to be collected will join another class close by and this member of staff will wait with them until they have been collected or taken to the school office.

Children going home on the school bus

We operate a bus register system to ensure that all children taking the bus home have permission from parents.

Each week, parents of children using the school bus are **required** to complete a booking form to confirm which days their child will be using this service. To avoid any confusion or mistakes, we ask for this form to be completed **in advance**, so that it gives us a chance to resolve any issues with sufficient time for the bus to depart on time. We rely on parents to give us correct information and to inform the school office of any changes as soon as possible; please do not send this information in via your child.

PLEASE NOTE: We apologise for any inconvenience caused and thank you for your understanding but, without permission from the parent, we will be unable to put your child on the bus.

Staff will complete the bus register to check all children have been given permission to take the bus home. Staff will check with the office before allowing any child not on the list, entry onto the bus. If we cannot confirm at this time, the child will not be allowed onto the bus.