



Ballykeel Primary School

Drop Off and Collection of Children Policy

AIMS

At Ballykeel Primary School we strive to ensure that our children are safe arriving and leaving school each day. We appreciate that for many families, arrangements need to be flexible, and it may be that a few people care for the child before/after school. Sometimes there may be a change of plan and 'one off' arrangements. For that reason, we have set out clear procedures which all staff and parents/carers must adhere to.

The safety of the children is paramount. This policy is in place to ensure that the responsibilities and expectations of all parties are clear when it comes to children entering and leaving the school premises.

The beginning and end of the school day is a very busy time, and our aim is also to ensure that children enter school safely and are dismissed carefully, under supervision, and are collected on time.

In the event that a child is not collected by an authorised adult, we aim to resolve the situation as quickly as possible to cause as little distress as possible to the child.

RATIONALE

Parents are legally obliged to ensure their children get to school and attend regularly. As a school we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of pupils.

We aim to make arrangements with a view to safeguarding and promoting the welfare of children. This also applies where staff have concerns about the effective care by the person dropping off or collecting a child, and the impact of this on the child's safety.

Arriving to School

- The school day starts promptly at 9:00am. Children can enter school from 8:45am and they should aim to be in by 8:55am at the latest.
- Children who are late, after 9:00am, must be brought to the front door by a parent/carers over the age of 16.

Leaving School

P.1 to P.3 Children

- Children from P.1 to P.3 must be collected by a named adult or sibling over the age of 16. P.1 children finish at 1:50pm and P.2 and P.3 children at 2:00pm.
- If a different person is picking up the child, school must be informed by Seesaw before 12:00 noon, or by a telephone call to the office after 12:00 noon.
- If the parent/carer/nominated adult is going to be late they should let the school know by Seesaw before 12:00 noon, or by a telephone call to the office after 12:00 noon, so arrangements can be made to look after the child until their arrival.

The suitability of an older sibling aged 16 or above caring for a younger sibling should be considered carefully by the parent/carer, for example taking into account maturity, length of the journey home, behaviour and relationship between the children being collected.

P.4 to P.7 Children

- Children from P.4 to P.7 must be collected outside the school gates at 3:00pm or they can walk home if permission has been given by the parent/carer.

Children should know who to expect at collection time.

We advise parents to think carefully about whether your child is ready to walk to and from school and assess any risks associated with the route and your child's confidence.

If a child is to be collected before the end of the school day the school is to be notified and the child must be collected from the school office by a parent/carer over the age of 16.

(Children should only be collected before the end of the school day in exceptional circumstances, for example an urgent dental or medical appointment).

PERMISSION FORM FOR COLLECTION AT THE END OF THE SCHOOL DAY

P.1 TO P.3

Child's Name: _____ Class: _____

The following adults are authorised to collect my child - please include name and relationship to the child:

Siblings over 16 authorised to collect my child:

I understand that I need to contact the school if there are any changes to above.

I have read and understood the Drop Off and Collection of Children Policy.

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____

PERMISSION FORM FOR WALKING HOME AT THE END OF THE SCHOOL DAY

P4 to P.7

Child's Name: _____ **Class:** _____

- I wish to inform you that my child has my permission to walk home from school at the end of the school day
- I confirm that my child is suitable to walk home and knows how to keep safe
- I understand that this is my decision and that the school is not responsible for my child once they leave school premises

I understand that I need to contact the school if there are any changes to above

I have read and understood the Drop Off and Collection of Children Policy

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____