

# HEYBROOK PRIMARY AND NURSERY SCHOOL

## DISMISSAL AND COLLECTION POLICY



<b>Approved by:</b>	Joseph Doyle (Deputy Headteacher)	<b>Date:</b> March, 2019
<b>Last reviewed on:</b>	March, 2019	
<b>Next review due by:</b>	Autumn term, 2019 / 2020 (in line with LA procedures and with the appointment of a permanent headteacher)	



## DISMISSAL AND COLLECTION POLICY

This is Heybrook Primary and Nursery School's policy for collection of children at the end of the school day.

This policy aims to clarify the procedures in place for the dismissal and collection of children at the end of the school day. It is organised into year groups to ensure that all staff have a clear understanding of their responsibilities and to safeguard our children.

This policy is part of the school's safeguarding procedures.

Year Group	Procedure
<b>Nursery morning session</b>	<p>A member of the nursery staff opens the rear gate to the nursery at 11:35am (AM session) and 3:20pm (PM session) to allow the parents of two and three year olds onto the premises.</p> <p>Parents of three year olds attending the morning session enter the building along the rear corridor and then enter the class their child is taught in. Upon seeing the parent, the teacher or adult in charge will hand the child over to the parent. The child and the parent will leave the premises via the rear gate.</p> <p>Parents of two year olds attending the morning session enter the building along the rear corridor and then enter the two year old area. Upon seeing the parent, the adult in charge of the room will hand the child over to the parent. The child and parent will then leave the premises via the rear gate.</p> <p>Nursery children must be collected by a parent or a responsible adult (aged 16 or over) who is named on the contact card.</p>
<b>Reception</b>	<p>A member of the Reception team opens the doors at the bottom of the red slope just before 3.15pm and waits by the Reception door on the blue slope to prevent any adults continuing up the slope into the school. Parents enter the slope and wait by the door to the reception unit on the slope under the supervision of a member of staff. When the bell sounds at 3:15pm parents enter the EYFS unit and go to the class their child is taught in (Red, Crimson or Scarlet). Upon seeing the parent, the teacher hands the child over to the parent. The parent and child proceed along the EYFS corridor and leave the premises via the main entrance.</p> <p>Reception children must be collected by a parent or a responsible adult (aged 16 or over) who is named on the contact card.</p>



<p><b>Year One</b></p>	<p>Shortly before 3:15pm the Year One classes (Amber, Orange, Saffron) make their way out of the main entrance onto the main yard. The teacher positions the children in a line in a designated area of the yard:</p> <ul style="list-style-type: none"> <li>• Saffron class stand in a line to the right as you exit the main entrance (against the 'Friendship Wall'.)</li> <li>• Orange class stand in a line to the left as you exit the main entrance, near the parents' noticeboard.</li> <li>• Amber class stand in a line to the right as you exit the main entrance, near the bottom of the blue slope and benches.</li> </ul> <p>The children stand in line and await the bell to sound at 3:15pm. Children are instructed that they must not leave the line even if they are called by their parent. When the bell sounds at 3:15pm the teacher will start to call names of children whose parents are within close proximity to the line. The teacher must ensure that each child leaves with a parent.</p> <p>Year One children must be collected by a parent or a responsible adult (aged 16 or over). Any exceptions to this must be agreed in writing with a member of SLT.</p>
<p><b>Year Two</b></p>	<p>Shortly before 3:15pm the Year Two classes (Yellow, Marigold, Buttercup) make their way out of the main entrance onto the main yard. The teacher positions the children in a line in a designated area of the yard:</p> <ul style="list-style-type: none"> <li>• Marigold class stand in a line in the football pitch to the left as you enter the red fenced area.</li> <li>• Yellow class stand in a line in the football pitch to the right as you enter the red fenced area.</li> <li>• Buttercup class stand in a line next to the wall to the right of the red slope (looking at the building)</li> </ul> <p>The children stand in line and await the bell to sound at 3:15pm. Children are instructed that they must not leave the line even if they are called by their parent. When the bell sounds at 3:15pm the teacher will start to call names of children whose parents are within close proximity to the line. The teacher must ensure that each child leaves with a parent.</p> <p>Year Two children must be collected by a parent or a responsible adult (aged 16 or over). Any exceptions to this must be agreed in writing with a member of SLT.</p>



<b>Year Three</b>	<p>Shortly before 3.15pm the Year Three classes (Green, Emerald and Jade) are led by their class teacher down the slopes towards the front yard.</p> <p>Green class will be lined up at the end of the playground near the sure start centre. Emerald class stand at the car park end of the playground against the metal fence. Jade class stand at the car park end of the playground, against the wall by the dry cellar.</p> <p>The children stand in line and await the bell to sound at 3:15pm. Children are instructed that they must not leave the line even if they are called by their parent. When the bell sounds at 3:15pm the teacher will start to call names of children whose parents are within close proximity to the line. The teacher must ensure that each child leaves with a parent.</p> <p>Year Three children must be collected by a parent or a responsible adult (aged 16 or over). Any exceptions to this must be agreed in writing with a member of SLT.</p>
<b>Years 4, 5 and 6</b>	<p>When the bell has sounded at 3.15pm. Class teachers lead their classes out of the building and onto the front yard. Children from Years 4, 5 and 6 are encouraged to leave the premises and make their way home immediately. Children in Years 4, 5 and 6 who are meeting younger siblings should make their way to the area where their siblings are being dismissed from.</p> <p>Teachers with responsibility for children in Years 4,5 and 6 should ensure that their children leave the premises swiftly and sensibly.</p>

### **Non-collection of children**

If a child is not collected 15 minutes after the finish time we will:

1. Escort pupils to wait in the foyer near the main entrance and,
2. Contact parents directly, if we fail to get a response we will then,
3. Contact the person/s who are authorised to collect the child, if we fail to get a response we will then,
4. Notify a member of Heybrook School Leadership Team who will visit the home, if there is no answer we will then,
5. Contact the Local Authority Duty Social Worker to explain the situation. It is then the responsibility of the duty social worker to decide the action to be taken.