



GURU NANAK SIKH ACADEMY LTD
Springfield Road, Hayes, Middlesex UB4 0LT



Arrival and Collection of Pupils Policy

Guru Nanak Sikh Academy (Primary Phase)
Nanaksar Primary School

Updated	Next Review	Reviewed by	GB/ SET Ratification
June 2015		PD	Standards & Curriculum Committee

GURU NANAK SIKH ACADEMY LTD

Arrival and Collection of Pupils Policy

Policy Rationale

Regular, punctual attendance at school is crucial if pupils are to achieve their full potential. Schools and parents/carers have a responsibility to ensure that pupils arrive at school on time and are collected promptly at the end of the school day. As a school we also need to ensure that pupils are handed over to a responsible person at the end of the school day.

This policy provides clear guidelines for parents/carers, authorised persons, governors and staff in relation to their responsibilities for the arrival and collection of pupils to and from school and whom to call when a parent/carer is required to be contacted.

Through equal opportunities the school will strive to provide for everyone equally, regardless of race, ethnicity, faith, gender, age, sexual orientation, special educational needs, disability or religious belief.

Aims of the Policy Statement

The aim of this policy is to clarify and communicate our arrangements for the arrival and dismissal of pupils at the beginning and end of the school day also including arrangements for the late collection of pupils in the case of an emergency. This policy will provide clear guidelines for parents/carers, authorised persons, governors and staff in relation to their responsibilities in order to:

- Ensure the highest regard for the safety of pupils in our care from the moment they arrive to the moment they depart at the end of the school day.
- Help ensure the safe delivery and collection of pupils;
- encourage authorised persons to deliver and collect their child(ren) punctually;
- Comply with legislative requirements.

Definition of a 'Parent' and Parental Responsibility

Section 576 of the Education Act 1996 defines 'parent' as:

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that the child lives with and is looked after by that person, irrespective of what their relationship is).

Anyone who is recognised as a 'parent' has certain rights including:

- to receive information, for example pupil reports
- to participate in activities, for example vote in elections for parent governors
- to be asked to give consent, for example to the child taking part in school trips
- to be informed about meetings involving the child, for example a governors' meeting on the child's exclusion.

Authorised Person

An authorised person is a suitably responsible person to whom parents/carers have given the authority to deliver/collect their child(ren). In line with guidance issued by the National Society for the Prevention of Cruelty to Children (NSPCC) and the Royal Society for the Prevention of Accidents (RoSPA), it is the school's policy that this information must be shared with the school, by completing the relevant attached form in relation to appendix 1 or 2 as attached within this policy. Evidence of identification may be requested by the school.

If parents/carers wish to nominate an authorised person to deliver or collect their child(ren), this must be done in writing, with details of the authorised person's name and their contact details, (see Appendix 1). If the authorised person is a student from the Secondary phase of Guru Nanak Sikh Academy, parents/carers must be aware that should an incident occur before arrival or after collection of the pupil, it is the **parent's responsibility** not the student(s) or the school's.

If the authorised person to collect the pupils is an external agency, for example the mini-bus driver, this must be done in writing, with details of the authorised person's name and their contact details (see Appendix 2).

The school will not release a pupil if it appears that the parent/carer/authorised person appears to be under the influence of alcohol or illegal or other substances and/or that the safety and wellbeing of the child may be compromised.

If there is a request for a specific person not to be allowed to collect a pupil, (e.g. in child protection or child custody cases), written instructions **must** be provided to the school by the parents/carers or legal guardians in writing. The Child Protection Officer must pass on any change of information regarding the collection and drop-off of pupils to the relevant School Office, teacher and after school club if applicable.

In the event of a breakdown of a relationship between parents, we are not authorised to deny access to a parent unless there is a court order and the school is in possession of a copy of the court order.

Arrival and Collection Times

It is crucial that pupils arrive in good time for the start of the school day and are collected promptly at the end of the school day. The table below shows the arrival and collection times for pupils throughout the school:

GNSA	Nursery am	Nursery pm	KS1 and KS2	After School Club
Arrival	8.15 am or 8.45 am	12.15 pm or 12.45 pm	8.15am (gates open) 8.30am (school begins)	Following school day 3.15 pm
Collection	1.15 pm	3.15 pm	3.00 pm	4.15 pm

NPS	All Pupils	After School Club
Arrival	8.45am (gates open) 9.00am (school begins)	Following school day 3.30 pm
Collection	3.30pm	4.30 pm

Normal Arrival Procedures

Nursery

Parents deliver their child(ren) to the front Nursery doors where a member of staff will greet them (see timetable above).

Key Stage 1 and Key Stage 2, Guru Nanak Sikh Academy

Pupils are not permitted to be on the Academy premises before 08.15 am unless registered for a duty or for a club before the Academy starts.

Pupils enter the school via the school gate at 08.15 am where a member of staff will greet them. The school bell will ring at 08.30 am and pupils are expected to line up and be escorted by a member of staff into the school building. Parents should not enter the school building with their children.

Key Stage 1, Nanaksar Primary School

Pupils are not permitted to be on the school premises before 08.45am unless registered for a duty or for a club before school starts.

All pupils are to be dropped off at the gates which will open at 8.45am. Year 2 pupils enter the school via the gates near the Nanaksar Office and Year 1 pupils enter via the gate near the GNSA playground, where a member of staff will greet them at both entrances. Parents should not enter the school building with their children.

Late Arrival Procedures

The School gates are locked at 08.35am for GNSA and at 09.05am for NPS. After the school gates have closed, parents must accompany their child(ren) to the main school reception to register their late attendance.

The Class register closes at 08:40am for GNSA and 09.10am for NPS. A late mark will be recorded in the register up to 08.45am for GNSA and 09.15am for NPS, after which an unauthorised late is recorded.

Parents/carers must sign the late arrival book and enter the reason for the lateness.

The School reports attendance figures regularly to the Governing Body and to the Department for Education. These procedures form part of the government's school attendance regulations, which schools must follow.

Parents are contacted if a pattern of lateness develops. If there is no improvement, details are passed to the Home School Support Worker and/or the borough's Educational Welfare Officers, who will contact parents to give advice on how they can, and need to, improve their child(ren)'s attendance and punctuality. **(Please see Attendance Policy)**

Normal Collection Procedures

Nursery

Parents/carers queue outside the Nursery classroom doors to wait for their child(ren) to be dismissed, as per timetable outlined on page 3.

Reception Classes

Parents/carers walk through the Reception playground to wait for their child(ren) to be dismissed and individually handed over to a parent/carer or authorised person at 3 pm for GNSA and 3.30 pm for NPS, from the relevant reception classroom door.

Year 1 Classes

Guru Nanak parents//carers walk through the Reception playground to wait for their child(ren) to be dismissed and individually handed over to a parent/carer or authorised person at 3 pm from the relevant Year 1 classroom, unless pupils attend an after school club.

NPS parents/carers walk through the GNSA playground and wait outside the end gates near the classrooms. Pupils are dismissed by a member of staff to the parent/carer or authorised person unless pupils attend an after school club.

Year 2 Classes

Guru Nanak parents/carers walk through the playground and wait outside the relevant year two classroom doors. Pupils are dismissed by a member of staff to the parent/carer or authorised person unless pupils attend an after school club.

NPS parents/carers wait outside the gates near the Nanaksar School Office. Pupils are dismissed by a member of staff to the parent/carer or authorised person unless pupils attend an after school club.

Years 3, 4, 5 and 6 Classes

Parents/carers can meet their children in the main playground at 3pm unless pupils attend an after school club.

Collection of Pupils from After School Clubs or Activities

Guru Nanak pupils are dismissed from after school clubs and activities from the school canteen at 4.15 pm by a member of staff. Parents/carers must wait for their child(ren) in the canteen area.

NPS pupils are dismissed from after school clubs and activities from the gates near the Nanaksar School Office at 4.30pm by a member of staff. Parents/carers must wait for their child(ren) outside the gates.

Parents/carers who are late in collecting their child(ren) more than twice in the duration of an after school club, may be informed that their child(ren) will no longer be able to attend the club. If a parent is more than 10 minutes late, pupils will be escorted into the school office and the **'Late collection of pupils'** procedures below will apply (see page 6).

Planned Collection Procedures

A planned collection is defined by the schools to be the pre-requested and pre-agreed collection of a pupil from school during the school day. Requests for any exceptional leave that are not for medical appointments, that cannot be arranged at an alternative time, must be made in writing on the Exceptional Leave form to a Deputy Head Teacher/ Assistant Head Teacher at least 1 month in advance.

Parents/carers are expected to make dental/medical appointments outside school hours or in school holidays. The school must be advised of any such absence on the appropriate Request for Medical Appointment form, providing proof of the appointment at least 3 days in advance.

Any agreed planned collection, such as collection for a medical appointment, will be pre-agreed and the agreed contact will come to the school reception to collect the pupil at the agreed time and on the agreed date. We will only release the pupil to a listed and agreed contact for any pre-arranged and agreed collection.

Pupils who are collected by External After School Care Providers

Parents/carers are responsible for making their own private arrangements with external after school carers. Parents must complete the attached form (see Appendix 2).

Parents/carers are responsible for advising both the school and the after care provider of any temporary or permanent changes to these arrangements.

Late Collection of Pupils

General Lateness

All parents/carers have a responsibility to collect their child(ren) promptly at the end of the school day and to be in the designated waiting areas at the specified collection times. Pupils who are not collected on time at the end of the school day from the playground are escorted to the main school reception at 3.15pm for Guru Nanak and 3.45pm for Nanaksar Primary, where the pupil's details are entered in the late collection book. If the school has not already been contacted by a parent/carer then the school office will call using the contact information provided to the school. Using contact 1 as first priority, contact 2 second priority and to only call contact 3 and 4 if necessary.

Parents/carers come to the main reception to collect their child(ren) and will be asked to enter the reason why they are late and to sign the late collection book before their child(ren) is/are dismissed.

If parents are regularly late collecting their child(ren) from school, (more than twice in one week), a letter is sent home and if improvements are not made, a meeting is arranged with a senior member of staff to discuss the ways in which the situation is resolved. If there is still no improvement, details are passed to the relevant Local Authority's Educational Welfare Officer.

Emergency Late Collection Procedures

The school recognises that, in an emergency situation, the late collection of a pupil may be unavoidable. In these circumstances the following procedures are put in place:

- parents/carers contact the school at the earliest possible opportunity, giving the reason for the emergency, the name and contact number of the person who will be collecting the pupil(s) and the approximate time of arrival;
- a message is communicated to the class teacher giving the alternative collection arrangements;
- the pupil(s) is sent to the school office at the end of the school day to wait until he/she can be collected;
- parents/carers contact the school to advise of any further delays or developments in the situation, so that the school is kept informed and can offer support to the pupil(s) where necessary;
- the pupil's name(s) is/are entered in the late collection book, with the reason for the late collection. The authorised person collecting the pupil(s) is asked to sign the book before pupil(s) is/are released to them.

Process in the Event That a Pupil is Sick or Requires Emergency Attention

In the event of any medical emergency an ambulance will be contacted. The authorised listed contact 1 will be contacted to attend the scene or directed to the identified hospital. If contact 1 is unavailable or not contactable then the school will work its way through the remaining contacts.

In all other health related concerns our welfare team will make a call and parents should be **easily** contactable. It will be expected that the agreed contact will collect their child promptly upon receiving a call from welfare staff with regards to the health of their child. Our welfare team are appropriately trained but are not medical practitioners and are unable to make any diagnosis of conditions. In all cases where a pupil reports as 'sick' or 'unwell' we will review the situation and follow the contact list to establish who will collect the child from school. As a matter of course for all health related concerns, we will always advise that parents / carers consult their GP for any health related concerns.

In all cases parents/carers are expected to arrive as promptly to the main reception to collect their child(ren). The pupil will not be released to anyone other than an agreed nominated contact. ID may be required to verify credentials.

Un-notified Collection

If pupils are not collected within 10 minutes of being escorted to the school office, the following procedures are put into place:

- messages are checked to see if the school has been notified of any changes to the collection arrangements.
- club registers are checked to see if the pupil(s) should be attending an after school activity.
- parents/carers are contacted to inform them that their child(ren) has/have not been collected.

- if it is not possible to contact parents/carers, other emergency contacts will be called upon.
- in extreme circumstances, when a pupil(s) has not been collected and it is not possible to contact an appropriate adult, the school will inform the Local Authority's Social Care department who will in turn notify the children's duty team.
- social workers or police officers collect the pupil from school and take him/her to the Local Authority's Children's Social Care Team for safeguarding.

Policy approved by: _____ **(print name)**

Signature: _____ **Date:** _____

Review Date of Policy: _____



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Nomination of an Authorised Person to Deliver/Collect a Pupil Primary Phase of Guru Nanak Sikh Academy and Nanaksar Primary School

Parents/carers may nominate an authorised person, whom they consider to be a suitably responsible person, to deliver/collect their child(ren).

In line with guidance issued by the National Society for the Prevention of Cruelty to Children (NSPCC) and the Royal Society for the Prevention of Accidents (RoSPA), evidence of identification may be requested by the school.

Pupil's name: _____ Class: _____

Pupil's name: _____ Class: _____

Pupil's name: _____ Class: _____

AUTHORISED PERSON 1

Surname: _____ Name: _____

Relationship to child(ren): _____

Contact number(s):

Mobile: _____ Home: _____

AUTHORISED PERSON 2

Surname: _____ Name: _____

Relationship to Pupil(s): _____

Contact number(s):

Mobile: _____ Home: _____

I confirm that the above-named person/people is suitably responsible to deliver/collect my child(ren). I understand that I am fully responsible for my chil(dren) before arrival and after collection from school.

Parent/Carer's Name (please print): _____

Signature: _____ Date: _____

APPENDIX 2



GURU NANAK SIKH ACADEMY LTD
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**Nomination of an Authorised After-School Care Provider
to Collect a Child
Primary Phase of Guru Nanak Sikh Academy and Nanaksar Primary School**

Parents/carers are responsible for making their own private arrangements with external after-school care providers. In line with guidance issued by the National Society for the Prevention of Cruelty to Children (NSPCC) and the Royal Society for the Prevention of Accidents (RoSPA), evidence of identification may be requested by the school.

NAME OF CHILD(REN)

Pupil's name: _____ Class: _____

Pupil's name: _____ Class: _____

Pupil's name: _____ Class: _____

DETAILS OF AFTER-SCHOOL CARE PROVIDER

Name: _____

Address: _____

Tel. No: _____ Mobile: _____

**THE AFTER-SCHOOL CARE PROVIDER WILL COLLECT MY CHILD(REN) ON THE FOLLOWING DAY(S)
EACH WEEK (please tick as appropriate):**

Monday Tuesday Wednesday Thursday Friday

I confirm that I authorise the above-named after-school care provider to collect my child(ren) after school.

I understand that it is my responsibility to contact both the school and the after-school provider of any temporary or permanent changes to these arrangements. I understand that I am fully responsible for my child(ren) before arrival and after collection from school.

Parent/Carer's Name (please print): _____

Signature: _____ Date: _____