



Headlands Primary School Collection of Children

During school hours children will only be allowed off the premises if accompanied by an authorised parent or carer. If any other adult is collecting the child, staff must be informed in advance. If someone not known to the school comes to collect a child, staff will contact the child's parent or carer to check their identity and authority. All children leaving or arriving during the course of the day must be signed out/ in.

At the end of the school day our priority is for the safe 'hand over' of the children. It is expected that parents will ensure their child knows who is collecting them promptly at the end of the school day, and that the class teacher is aware of any changes to normal arrangements. Children are expected to be collected on time. When a parent or carer is unexpectedly delayed, they should telephone the school so the child may be reassured. They will be placed in the school office ready for collection.

Collection times

EYFS and Key Stage 1: 3.25pm

Key Stage 2: 3.30pm

Collection procedure

The children will be brought out onto the KS1 playground by their teachers and wait in a designated area. We would kindly ask that adults wait at the inner black school gate until invited onto the playground. Parents are asked to walk directly to and from the classes.

For those parents with children in EYFS/ KS1 and KS2 you may wish to collect all your children in one go. Therefore please come at the later time of 3.30pm as the younger children will be placed in a 'waiting area' until you arrive.

Any Key Stage 2 parents wishing their child to walk out of the school gate at the end of the school day unaccompanied must confirm this in writing. An online form is sent prior to the start of a new year.

Children who are not collected

Any child who is not collected after about 5-10 minutes are escorted to the school office where school will contact parent/ carer to arrange pick up. If school is unable to establish contact, then we will begin to contact the emergency contact numbers for the child. If there is no response from the parents or carers contact numbers or the emergency numbers within an hour, the school will contact the Police and Social Services. Throughout this time the child will be safely looked after on the school premises.

Additional arrangements

Arrangements for children with additional needs will be agreed as part of their personal care plan.

Children who are booked to attend the Out of School Club are collected from the playground by a member of their staff.

Children attending clubs after school hours will follow the same procedure. It is the responsibility of the member of staff to ensure they are collected by an appropriate adult.

Headteacher: Mrs Ruth Ellis

Chair of Governors: Mr Ron Smith

Date: 26.09.2022