

Drop Off and Collection Policy rev4

Written by: Jonathan Hobbs and Mark Hunt (LS Teachers)

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Reviewed by: Kaycee Fordham

Date: January 2018

Jonathan Hobbs

Date: February 2019

Kaycee Fordham

Date: August 2020

Approved by: Council of Trustees

Date: September 2020

History of review: This is the fourth review of this policy, which now incorporates the changes implemented due to COVID-19. Previous reviews also took into account changes to the site security and safeguarding protocols.

Date for next review: August 2021

Policy Statement

South Devon Steiner School acknowledges its combined duty to manage pupil safety and support pupil punctuality, by providing a structured parent/teacher and teacher/parent hand over each school day.

Having a clear and defined way for teachers to visibly take responsibility for each child during the morning drop off, and a similar way for teachers to hand back responsibility for each child to the parent/carer, is an essential element of this work.

This policy works closely with the Late Collection of Children Policy

Procedure:

For the Autumn term 2020, drop off and pick up times will be staggered to allow the School to safely manage the class groups. The School is obliged to take all steps necessary to keep these groups separate, so far as reasonably practicable. A timetable of drop off and collection times will be published to all parents ahead of the Autumn term.

Morning Drop Off

- For children in Classes 1 and 2, parents must park their vehicle and accompany their child to the Hood Manor side gate (adjacent to the car park and former vegetable stall), observing social distancing rules so far as reasonably practicable. Children will meet their teacher at the gate and progress into school.
- For children in Classes 3-8, parents must use the new drop off and collection system which allows them to drop their children at the main gate, without leaving their vehicle. The child will be met by their teacher to ensure they enter the premises safely.
- For students in Classes 9-12, parents must drive through the one way system to car park 3. Vehicles should be reverse parked and stationary before students alight. Students will be met at the Hood Barn gate by a teacher.
- For children in Kindergarten, parents must park their vehicle and accompany their child to the Hood Barn gate, observing social distancing rules so far as reasonably practicable. Children will meet their teacher at the gate and progress into school.

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- If a child is not going to be collected by their parent / carer or nominated approved adult(s), the parent will give the appropriate teacher a note informing the teacher who the child will be collected by at pick up.
- ALL parents of children under the age of 12 are asked to ensure that they witness their child meeting their teacher or a school official and entering the site before leaving school.

Latecomers

If children arrive after their class group (bubble) has been admitted, it will not be possible for them to join a different class group (bubble) in order to access school. It is therefore important that pupils arrive promptly and within the allocated time period for their class group.

Where pupils miss their time slot and another group is being admitted, late arrivals will need to make their way to the School Office, observing social distancing. Parents must accompany pupils from Kindergarten to Class 5 to the School Office. Pupils from Class 6 and above may make their own way to the office.

Late attendance will be registered as follows:

- (i) Pupils arriving during the drop off period will simply move through the School Office to their classrooms without being marked as late.
- (ii) Pupils arriving between 8.50-9.00am will be marked in 'L' - usually by the School Office, since they will pick up a late note first.
- (iii) Pupils arriving after 9.00am still need to pick up a late note, but will be marked in as 'U': unauthorised late which counts as absent on the end of year school report.

Adults approved to collect children - Kindergarten to Class 5 only

- Although some parents usually collect their own child, the school recognises that there are lift shares and regular child care arrangements meaning that a parent may not usually collect their own child on all or certain days.
- To maintain the duty of care and ensure responsibility is transferred to the correct adult collecting a child, parents can write to the appropriate class teacher with a list of pre-agreed pick up arrangements.
- The teacher will record these regular pickups on a record sheet.
- If a parent wishes to nominate several adults who are pre-approved to collect their child without specific agreement this is done in writing. The teacher will record this information on the reverse of the regular pickups form, so that they have this information to hand too.
- A copy of these record sheets is in Appendix 1.

Afternoon Pick Up

- For children in Classes 1 and 2, parents must park their vehicle and collect their child from the Hood Manor side gate, observing social distancing rules so far as reasonably practicable. Children will meet their parents at the Hood Manor side gate, supervised by their teacher.
- For children in Classes 3-8, parents must use the new drop off and collection system which

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allows them to collect their children at the main gate, without leaving their vehicle. The child will be sent down the steps by their teacher when the teacher makes eye contact with the collecting parent. Both parents and teachers must ensure the safety of each pupil. Parents should ensure that their vehicle is fully stationary when their child boards the vehicle. Parents are asked to display a sign with their child's bubble and first name on, to assist this process.

- For students in Classes 9-12, drivers must drive through the one way system to car park 3. Vehicles should be reverse parked and stationary before students board. Students will make their way out of Hood Barn gate and directly to the collecting vehicle.
- For children in Kindergarten, parents must park their vehicle and collect their child from the Hood Barn gate, observing social distancing rules so far as reasonably practicable. Children will meet their parents at the main gate, supervised by their teacher. All parents and students must strictly adhere to the allocated time slots of collection to support the school in meeting its obligation to keep class groups (bubbles) separate.
- The teacher will only dismiss a child once they have established that a parent/carer, or approved adult has arrived to pick them up. From that point onwards the school asks the parents/carers or approved adult to be responsible for their child.
- It helps the teachers if parents/carers or approved adult can be aware of the school's approach to safe behaviour, particularly in relation to driving onsite and COVID-19 precautionary measures.
- The School asks that parents support their children to ensure appropriate conduct.
- The teacher will stay with the students until the end of the allocated collection time.
- If a pupil has not been picked up by then, they will be taken back to their classroom to wait for their parents/carers. It is no longer possible for pupils to wait in the school office due to the need to keep class groups separate.
- It is the teacher's responsibility to contact the parent/carer or approved adult and find out how long they will be. The teacher then waits with the child until they are collected and the duty of care has been transferred.
- If the parents have not collected the child/ren within 15 minutes after the end of their school day, the parents will be charged at the rate outlined in Late Collection of Children Policy.
 - The rate of charge is £5 per 10 minute delay in collection.

Playground rules for Drop-Off & Collection Times

- No pupil or parent may now enter the school site before or after school. All pupils must be met by a teacher before entering the site.

Compliance:

Independent School Standards

Guidance:

KCSIE

[Absence and Attendance codes; Guidance for Schools and Local Authorities \(DfES August 2006\)](#)

Linked Policies:

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Safeguarding

Attendance and Punctuality

Site Security

Health & Safety

Risk Assessment