

Pick Up and Drop Off Policy for Classes 1 -5

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College of Management

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History of review: This is the second review of this policy, which incorporates the new site security and pupil safeguarding measures introduced in September 2017.
Date for next review: November 2019

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.

Procedure:

Morning Drop Off

- For children in Classes 1-5, the school day begins with the children lining up in their classes at the front of Hood Manor, using the roman numerals on the playground as a guide to their position.
- At 8.15am, the class teachers (or a designated representative in the case of absence) meet the children and oversee their class entering Hood Manor. Parents/Carers are invited to witness their child joining the relevant line, and entering Hood Manor to ensure a safe hand over of responsibility of care.
- Once the class groups have entered Hood Manor (8.20am), the front door will be closed.

Latecomers

If children arrive after the door of Hood Manor is closed (Classes 1 -5), they need to go to Reception to collect a 'late note' and present this to the teacher to be allowed into the class. Younger children (class 1-3) need to be accompanied to reception by the person that drops them. Late attendance will be registered as follows:

- (i) Pupils arriving between 8.20-8.30am will simply pass through Reception to their classrooms without being marked as late.
- (ii) Pupils arriving between 8.30-8.45am will be marked in 'L' - usually by reception, since they will pick up a late note first.
- (iii) Pupils arriving after 8.45am 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.

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Afternoon Pick Up

- After finishing the last lesson before home time the teachers will bring the children to the playground at the front of Hood Manor.
- Parents/carers are asked to collect their children from the playground promptly at 12.25pm on short days and 2.55pm on long days.
- The teacher will only dismiss a child once they have established that a parent/carer has arrived to pick them up. From that point onwards the school asks the parents/carers to be responsible for their child.
- It helps the teachers if parents/carers can be aware of the playground rules and of their children's appropriate conduct so that good habits can be reaffirmed during after-school play time.
- The teacher will stay on the playground until 12.40pm on short days and 3.10pm on long days.
- If a child has not been picked up by then, they will be taken to the Reception Office to wait for their parents/carers.
- Parents are expected to inform their child(ren)'s class teacher in advance in writing of any changes to their pick-up routine.

Playground rules for Drop-Off & Pick-Up Times

Parents/carers are expected to ensure their child adheres to the school rules before the morning, and following the afternoon hand over.

- Please play with kindness and consideration for those also sharing the playground.
- Please adhere to the school's behaviour policy, available from the office.
- If it's raining, please wear a waterproof coat.
- Please don't kick balls around the school buildings.
- Please wear shoes at all times.
- Please only climb on the laurels.
- Please play with sticks in a safe manner for all sharing the playground.

Compliance:

Independent School Standards

Guidance:

KCSIE

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

Linked Policies:

Safeguarding

Attendance and Punctuality

Site Security

Health & Safety

Risk Assessment