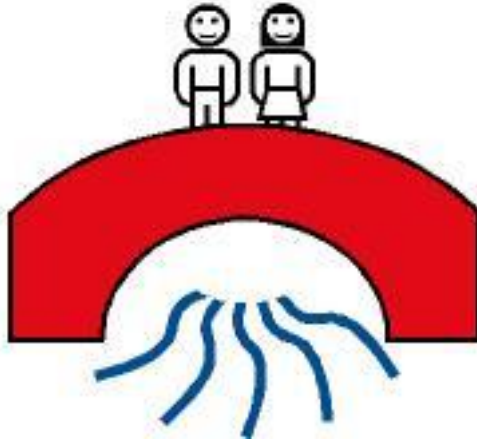


Loddon Primary School



Arrangements for uncollected children

Author: Headteacher/ School Business Manager

Committee responsible: Curriculum Committee

Date of last review: September 2014

Date of next review: September 2016

Authorised on 1st October 2014 (date)

__(signature)

Sarah Phillips

Headteacher

_(signature)

(name)

Committee Chair

Glossary

School run activities/clubs are organised through school and run by school staff as part of our extended schools programme e.g. choir. They happen during and after school and will finish by 5:30pm.

External Provider activities /clubs are run by outside agencies but organised through the school for children attending our school e.g. streetdance. They are part of our extended schools programme, happen before or after school and will finish by 5:30pm

OSC is Loddon Out of School Club, but it is not run by the school

Parent/Carer is any person who has parental responsibility for a child or anyone authorised by them to collect any child for whom they have parental responsibility from school.

Arrangements for end of school day

3:20 pm end of day for FSU children

Adults are allowed into the building by staff to collect their child and any uncollected children are taken to the office by 3:40pm.

3:30 pm end of day for Y1-Y6

Y1-2 children: Staff will release children into the playground for collection when staff can see the child's parent/carer in the playground. All uncollected children will be taken to the school office.

Y3-5 children: Children exit via the door next to the cloakroom with their class teacher. Teachers will wait with their classes until the children are collected by a parent/carer. Any uncollected children will be taken to the school office.

Y6 children: Children are dismissed from class and come out of the exit next to the swimming pool. Class teachers monitor them leaving site. The children are told to return to the School office if they can't find their expected parent/carer.

Children in Year 5 and 6 may walk home alone with the agreement of their parent/carer.

3:40 pm Reception will begin to ring any parents/carers of children who have not been collected from school.

4 pm All uncollected children are taken to the Out of School Club (OSC) with a copy of their contact details (OSC will charge normal fees / fines and follow their own procedure for uncollected children at end of session). The OSC has agreed to supervise individual children who are uncollected due to an unexpected or emergency situation.

Arrangements for school run and external provider activities / clubs held immediately after school.

By 12:15 pm: A list of children who will not be attending to be put in activity leaders' pigeon holes ready for collection and class teachers to be informed of any changes to children's usual activities for that day.

3:25 pm: All children attending activities are sent directly to the activity location by their class teachers.

3:35 pm: The activity leader sends a list of expected children who have not arrived to the school office.

3:40pm: The school office rings parent/carers of identified children to find out why child is not in the club.

End of activity: A staff member will accompany children to reception. All children must be collected by their parent/carer unless prior permission has been given for them to walk home alone

10 minutes after end of activity: Activity leader / office will ring parents of children not collected to ask them to do so immediately.

20 minutes after end of activity: Activity leader will take any uncollected children to OSC with a copy of their contact details. (OSC will charge normal fees / fines and follow their own procedure for uncollected children at end of session.)

Cancelling a school run or external provider activities/ club

We do not normally cancel out of school activities; if however this is unavoidable the parents/carers will be informed as soon as possible in advance. This can be done by,

- Sending a note home with every child who attends the club, ideally the week before (including children who were absent from school on that day)).
- Putting an item in the school newsletter.
- Adding a note to the school website.
- Asking the office to personally contact every parent to let them know the club has been cancelled (this option should only be used if the club has to be cancelled on the day and no alternative arrangements can be made).

Children returning from trips after 3:30pm or when school is closed and PTA events

Before the trip: The school trip letter will include a statement that the children must be collected by an adult from school (i.e. they are not allowed to walk home on their own).

The parents must complete an EV2 form, a copy of which will be given to the trip leader. This includes their contact details.

On return from the trip the children are handed over to their parent/ carer. At least two members of staff must wait until all the children have been collected.

10 minutes after planned return time

Staff will ring the parents of uncollected children and ask them to collect their child immediately.

20 minutes after planned return time

- Prior to 5:45pm Group leader will take any uncollected children to Loddon Out of School Club with a copy of their contact details. (OSC will charge normal fees / fines and follow their own procedure for uncollected children at end of session).
- After 5:45 pm or if OSC is closed and staff have been unable to contact the parents/carers to make alternative arrangements then the staff will continue to wait with the children until collection.

1 hour after planned return time, if staff have still been unable to contact the parent/carer to make alternative arrangements they should contact the HT or Team Leader to make arrangements for the child to be collected by the appropriate Children's Services department (ie. for the local authority area in which the child resides)

Before school activities /clubs

At least 10 minutes before the start of the club the club leader arrives.

No more than 5 minutes before the start time the children arrive and parent/carer sign them in.

At the start of club the leader takes a register.

At the end of the session: The children are taken to the building they are based in so that they can make their own way to class. The club leader takes sign in sheet to the school office.

Clubs / activities that start after 5:30pm eg cubs

These clubs maintain their own contact details and have their own arrangements which are documented in their procedures, a copy of which is given to us as part of their lettings agreement. The Out of School Club is not used.