



ALMOND HILL JUNIOR SCHOOL  
GOVERNING BODY

DROPPING OF AND COLLECTION  
CHILDREN POLICY

FULL GOVERNING BODY	3 <sup>rd</sup> December 2019
DATE FOR REVIEW	December 2020

## **ALMOND HILL JUNIOR SCHOOL POLICY FOR DROPPING OFF AND COLLECTING CHILDREN FOR EMPLOYEES IN SCHOOLS**

We want children to be dropped off and collected from school safely. This document provides parents/carers with information on school policy and guidance we hope you find useful.

**School Times:** school starts at 8.55 am

school ends at 3.15pm

- Children should not arrive at school before 8.45am as the playground is not supervised.
- Children may come into school grounds from 8.45am and make their way to their classroom door.
- Children may not use the 'Jungle Gym' apparatus before (or after) school and should not go onto the grass areas.
- Children should not wait at the school gate before 8.45am.
- Some children will need to secure their bike in the cycle shed before school. The cycle shed is out of bounds to other children.
- Parents of younger children are very welcome to bring their child into the playground via the paths.
- Do not use the school driveway for pedestrian access please.
- If for any reason your child needs to arrive at school on a particular day before 8.45am, please inform the school office and make arrangements for them to wait here until school starts.
- The school hosts a breakfast and after school club. Parents make arrangements with the provider for drop off and collection.

The school pedestrian gates are locked at 8.55am. If a child arrives late for school, they must enter through the main pedestrian pathway entrance to be registered and for completion of the late book.

### **Points of Entry**

To avoid crossing the main driveway and 'drop off' zone, we ask that the pedestrian gate, closest to Rectory Lane is used by children coming to school from this direction and the Western Road pedestrian gate is used by children arriving from this direction.

### **Children walking to and from school alone**

*'There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school'* (Is it legal – A parent's guide to the law (June 2011)). However, it is an offence to leave a child alone if it places them at risk.

### **The NSPCC advises the following**

*Children under 8 should not be outdoors for a considerable length of time unaccompanied*

*Children under the age of 12 should not be home alone for more than a very short period of time.*

**The Royal Society for the prevention of Accidents and the NSPCC recommend that 'no one under 16 should be left to care for a younger child.'**

The school appreciates that as children mature and become older they start to develop more independence and this may include starting to walk part of, or completely to and from school without their parents/carer. This is most common with children in Year 6. The school expects parents to be mindful of road safety, weather conditions and seasonal variation (e.g. darker evenings/mornings) in making their decisions about their child's journey to and from school.

### **School Clubs/After school events**

The school expects a parent or other authorised adult to collect children from after school clubs. If this is not the case, parents must inform the Headteacher. All children must be collected by an adult or sibling over the age of 16 following an evening event e.g. school disco/production.

### **End of school day**

It is essential that parents/carers inform the school immediately it becomes apparent they will be late for collection. All children must return to the office to wait inside school if the adult collecting them is not there. The school will expect verbal consent for an agreed adult to collect their child in case of an emergency. Parents must come into the main entrance to collect their child if they are late and sign them out.

### **Drop Off Zone**

The school has a 'drop off' facility. Parents may use this to 'drop' their child at the start of the day. Please enter the zone carefully and drop children in the marked bay area. There are 12 parking bays in the zone. If you park in one of these to drop your child, then parents/carers must get out of their vehicle to accompany their child through the zone.

At the end of the school day the zone may be used to pick up children. Parents must park their car and go to the classroom door or gate to collect their child. Children must never go to the zone to meet a parent.

### **Checklist for children walking to and from school**

Parents/carers should consider the following factors when children are left unsupervised walking to/from school or in the care of a sibling – the checklist is not intended to cover all factors that will be the decision of individual parents/carers for their child:-

- Has the parent/carer considered the risk/s posed by leaving their child alone, walking to/from school or in the care of a sibling
- How old is/are the children
- How mature is/are the child/ren – what is their level of understanding about being unsupervised walking to/from school
- How comfortable is/.are the child/ren with the arrangements (this includes the younger child and the older child who is acting as 'carer')
- How far will the children have to walk?
- Does the child have knowledge about how to keep themselves and younger siblings safe e.g. road safety
- How far away will the parent/carer be? Are they easily contactable?
- Do any of the children have additional needs – medical, emotional, behavioural, learning difficulties/disabilities
- How well do the siblings get on? How will tension be managed in the absence of a parent/carer?
- Are the children clear about the rules/boundaries of what they can and can't do?
- Has the parent/carer assessed the journey to and from school? Has the child/ren been involved in this?

## Emergency Closure of School

Please find below our emergency plan. We hope that we never face circumstances where we have to follow this but it is important parents are aware. We are now entering the winter months and we do have procedures in case of severe weather.

The school holds regular 'evacuation of premises' drills through the year, to ensure children and staff are able to leave the building promptly and safely. Should there be a need for the school to vacate the site, children would be walked by the staff to Letchmore Infants' School. Parents would then be contacted.

In a situation where the School had to be closed at short notice staff would inform parents dropping off children and take those children who had already arrived to a safe area, from there they would be walked to Letchmore Infants' (or Barclay if this was not possible.) The parents of these children would then be contacted. In such circumstances parents should only take their own child home, or those they are responsible for at the time and not assume responsibility for any other child.

Children who walk to school independently should not return home alone or go with a friend if they hear of school closure. They will be met on the approach to the school gates at Weston Road end and St Nicholas Church end by staff, who will seek to escort them to a safe area and follow the procedure outlined above.

In the case of snow HCC have issued guidelines for schools. Schools will use a notification system by text which will automatically trigger an email to Everbridge Notification System. Parents can check [www.hertsdirect.org](http://www.hertsdirect.org) for the most up to date information. We will also put a message on the school website wherever possible. We will endeavour to place a notice on the school gates and/or an answer phone message on the school phone providing personnel can get to the school site.

**FOR SAFETY REASONS IT IS ESSENTIAL THAT PARENTS ENSURE SCHOOL IS OPEN BEFORE LEAVING THEIR CHILD AT THE SCHOOL.**

I will be speaking to children about these procedures, and I hope you will reinforce this safety message.

It is not possible to predict the exact nature of the need for school closure, as each circumstance would be different. However, I hope the procedures outlined above provide clarity regarding how we aim to respond in such circumstances.

## 'DROP OFF' ZONE

Gate 'A' is for people coming to the school from the direction of Weston and Walkern Road. Adults and children must use the footpath provided and not cut across the 'Drop Off' vehicle access. You can access all classrooms via this route.



Gate 'B' is for cars using the 'Drop Off' access and must **NOT** be used by pedestrians. Parents/carers must park in the spaces provided and walk their child to their classroom. Children must not be in this area unaccompanied



Gate 'D' is to be used for access to the classrooms by adults and accompanying children using the 'Drop Off' zone.



Gate 'C' is only for those children wishing to use the bike shed or for exiting school from Year 3 to Rectory Lane.

Any Year 5/6 child travelling home via Rectory Lane should exit via the playing field gate at the other end of the school.



## Gate Opening Times – Information for Parents of Almond Hill

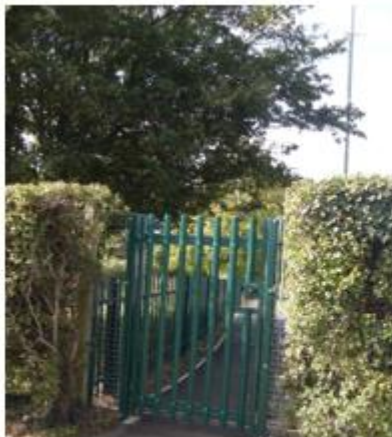


The gate for the staff and visitor car park is for vehicles only and must not be used for collection/drop off



This gate is for access to the main office – the gate will open at **3.10pm**

This gate is the nearest access to year 4 class rooms – the gate will open at **3.10pm**. Please use this gate if you are coming from Rectory Lane end.



This gate is for pedestrian access from Walkern Road – the gate will open at **3.10pm**



The gate to the 'Drop off' will open at **3.00pm** and is for vehicles only.



This gate is for pedestrian access from Rectory Lane – the gate will open at **3.10pm**