

ST. GREGORY'S R.C. JMI

GOVERNORS STATUTORY POLICY



Late Pick Up POLICY

November 2017

Hometime:

- Gates opened 15 minutes before home time to allow access for parents / carers.
- Pupils leave by four exits.
- Pupils in Foundation Stage are collected by their parents / carer from the fenced play area.
- Member of staff on the exit gate.
- Pupils have sight of parent / carer before they leave through the gate.
- Pupils inform staff that they can see parent so staff aware they are leaving.
- Up to date list in each KS1 classroom of how the pupils are to go home and who with.
- KS1 children are escorted to the KS1 exit and handed over to parents / carers.
- Children who are not collected are returned to the middle entrance to await collection. Note that older children may walk to either gate where parents may usually wait. If the parent isn't there the child must return to school. This rule is well publicised. (other parents / carers are asked to return a child to the main entrance if they notice a child has not been collected. On no account should they offer to take the child home, ring the parents themselves or look after the child until they can contact the parent / carer).
- After 15 minutes parents / carers are contacted by telephone to enquire as to whereabouts.
- If no contact can be made the Head Teacher is informed and he will ensure that the child is cared for whilst efforts are made to establish contact. If no contact can be made with either parent / carer or emergency contacts held by the school by 5.00 p.m. then the police will be informed as there may have been an accident. Social Services numbers are also held for emergency situations such as these and the duty officer may be contacted should the situation warrant.
- It would be highly unusual for circumstances such as these described above to be faced. There has only been one incident in the past 16 years where collection was delayed until close to the 5.00 p.m. cut off.

This policy was presented to and approved by Governors at the Full Governing Body meeting held on November 22nd 2017.

Signed: _____ (Head Teacher) Date: _____

Signed: _____ (Chair of Governors) Date: _____

This policy will be reviewed in November 2019.

(Biannually)