

## Woodside C.E Primary School

Maypole Lane, Grendon, Atherstone, Warwickshire CV9 2BS

Tel: 01827 715507

Email: [admin@woodside.bdmatt.org.uk](mailto:admin@woodside.bdmatt.org.uk)

Website: [www.woodside-ce-school.co.uk](http://www.woodside-ce-school.co.uk)

*'Together in God's Love, we inspire and grow through living life in all its' fulness'- John 10:10*

21st July 23

Re: Drop off and collection information

Dear Parents,

During this academic year, I have spent a long time reflecting with staff how we can improve our drop off and collection experience for all children and our families. As well as improving our face-to-face contact with staff at the end of the day.

With the current process, we have too many children arriving on school site from as early as 8am without parents and this is a health and safety risk for pupils who are then left unsupervised. We also have too many children all being dismissed via the playground at the end of the day, and it is hard to spot parents/guardians.

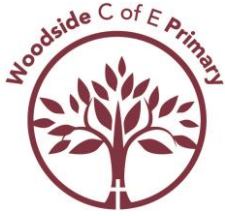
To improve the whole experience for our children and families as well as tightening up on safeguarding procedures, the following processes will be implemented from September 23.

### Key Principles

- Class teachers are responsible for the orderly dismissal of children from their class.
- Class teachers must be sure that children's leaving arrangements are **SAFE**.
- Class teachers **MUST** track and observe the pupil physically meeting their parent/carer.
- Support staff will support any cover/supply teachers in the dismissal of the class as they are unfamiliar with the adults collecting.
- Class teachers will not allow children to leave with **UNKNOWN** adults.
- Children in **Y5 and Y6** are only allowed to walk home alone with written permission from parents and in agreement with the Headteacher that they are safe to do so.
- Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent on or before the end of the day.
- Where a person other than a child's parent/carer is collecting a child from school- **the school expects to be informed**. If we are not informed, we will keep the child until contact can be made from school to the parent of the child to check if the person collecting is known to the parent.

**Headteacher:** Mrs Natasha Johnson

*Love Respect Hope Forgiveness Challenging Injustice*



# Woodside C.E Primary School

Maypole Lane, Grendon, Atherstone, Warwickshire CV9 2BS

Tel: 01827 715507

Email: [admin@woodside.bdmatt.org.uk](mailto:admin@woodside.bdmatt.org.uk)

Website: [www.woodside-ce-school.co.uk](http://www.woodside-ce-school.co.uk)

***'Together in God's Love, we inspire and grow through living life in all its' fulness'- John 10:10***

## Reception

- Reception children will be dropped off and collected from the silver gate. Clearly signposted – Reception entrance. Via the main gate which will **remain locked until 8:15am** so **no children will be allowed on site until this time.**
- Mrs Clifford must be made aware who will be collecting your child most of the time.
- Reception children will remain calm and safe on the carpet area until their parent is at the gate to collect them.

## Year 1

- Y1 children will be dropped off and collected via the silver side gate that can be accessed via the main playground. The gate will **remain locked until 8:15am** so **no children will be allowed on site until this time.**
- Parents should enter the main gate, walk around to the playground and go around the side entrance and into the Y1 outdoor area by the silver side gate.
- Children should then enter via the Y1 external door.
- Either Miss Groucott or Miss Dickinson will be waiting at the Y1 external door.
- At the end of the school day, Y1 children should be collected in the same way.
- Y1 children will remain calm and safe on the carpet area until their parent is at the Y1 door to collect them.

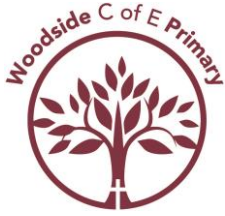
## Year 2

- Y2 children will be dropped off and collected via the silver side gate that can be accessed via the main playground. The gate will **remain locked until 8:15am** so **no children will be allowed on site until this time.**
- Parents should enter the main gate, walk around to the playground and go around the side entrance and into the Y1 outdoor area by the silver side gate.
- Children should then enter via the Y2 external door.
- Either Miss Smallwood or a Y2 TA will be waiting at the Y2 external door.
- At the end of the school day, Y2 children should be collected in the same way.
- Y2 children will remain calm and safe on the carpet area until their parent is at the Y2 door to collect them.

## KS2- Years 3-6

**Headteacher: Mrs Natasha Johnson**

*Love Respect Hope Forgiveness Challenging Injustice*



## Woodside C.E Primary School

Maypole Lane, Grendon, Atherstone, Warwickshire CV9 2BS

Tel: 01827 715507

Email: [admin@woodside.bdmatt.org.uk](mailto:admin@woodside.bdmatt.org.uk)

Website: [www.woodside-ce-school.co.uk](http://www.woodside-ce-school.co.uk)

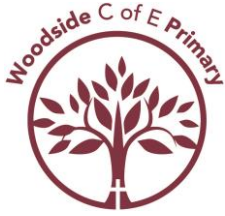
***'Together in God's Love, we inspire and grow through living life in all its' fulness'- John 10:10***

- Parents /Carers will drop their child off at the main pedestrian gate or they can walk down if they do already.
- Here a member of staff will be on the gate each morning greeting children and ensuring the safety of all children. This will usually be Mrs Johnson- HT but maybe other staff members when Mrs Johnson is not in school or unavailable.
- The gate will remain locked until 8:15am so no children will be allowed on site until this time.
- Until October half term, Y3 parents will be able to bring their child to the same place they will collect at the end of the day if they wish. This will support their transition into Y3- KS2. – The drop off location will be where Y2 used to get dropped off this year.
- At the end of the day the main pedestrian gate will open from 2:45pm for parents to come onto site to collect their child.
- Y3 children will need to be collected from the playground exit by where Y1 and Y2 used to be collected.
- Y4 children will need to be collected from the external door by the ramp.
- Y5 children will need to be collected from their external class door. Parents must line up to collect their child. This is so the class teacher can clearly hand over your child and ensure they are being collected by an adult who is responsible for them.
- Y6 children will need to be collected from their external class door. Parents must line up to collect their child. This is so the class teacher can clearly hand over your child and ensure they are being collected by an adult who is responsible for them. -
- If another adult is collecting your child at the end of the day, you must notify school asap or your child's class teacher.

### Key Summary Points

**Headteacher:** Mrs Natasha Johnson

*Love Respect Hope Forgiveness Challenging Injustice*



## Woodside C.E Primary School

Maypole Lane, Grendon, Atherstone, Warwickshire CV9 2BS

Tel: 01827 715507

Email: [admin@woodside.bdmatt.org.uk](mailto:admin@woodside.bdmatt.org.uk)

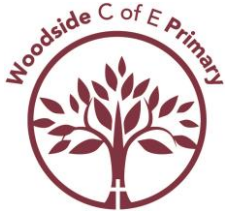
Website: [www.woodside-ce-school.co.uk](http://www.woodside-ce-school.co.uk)

***'Together in God's Love, we inspire and grow through living life in all its' fulness'- John 10:10***

- A child will not be released if we cannot contact their parent or if we have not heard from their parent in advance. Please do not get upset by this process, it is to safeguard your child.
- There will be a member of staff usually Mrs Johnson- HT, at the main gate every morning at drop off points and teaching and support staff will be at drop off and collection points each morning and night.
- We ask **ALL** parents to drop off and pick up their children punctually.
- Please note there is an exception that **children are collected promptly at 3:00pm. If children are left uncollected by 3:10pm then they will be taken to Woodpeckers and a charge will apply.**
- Late collection at Woodside is monitored by Mrs King and reported to the School Leadership Team.
- **No child must be left unattended on the playground or at the school gate.** The children are **parent/carers responsibility until staff open the gate at 8:15am.** If children are dropped off, without supervision, they will be placed in Woodpeckers and charged accordingly.
- **All children must be in school by 8:30am.** Gates and doors will be locked at this time. It is the parent's responsibility to be on time. If parents are late, please accompany your child to the school office where you will need to register your child as late and ensure Mrs King and Mrs Garry are made aware of the reason why.
- Mrs Johnson-HT and Mrs King- Attendance Officer will monitor lateness. They will offer support where appropriate. However, parents who persistently drop children off late despite support from school will be referred to our Education Welfare Officer- from the provider we use CSAWS.
- EYFS and KS1 children will only be released to a sibling over the age of 16 years of age and still will ask them to provide proof of their age if they are unsure.
- KS2 children may be released to a sibling of secondary school age.
- **Children will not be released to any adult that is unknown to school** or to another parent unless the school has been notified in advance.
- We recognise that there are occasions where parents are delayed through no fault of their own – e.g., traffic, emergencies etc. Children that are not collected on time will be placed into after school club and parents charged accordingly at the discretion of Mrs Johnson-Headteacher. **This is to stop persistent offenders who have regularly collected their child/children late this academic year.**
- In Y5 and Y6 parents can request their children walk to and from school on their own. However, there needs to be some discussion and agreement with school as to

**Headteacher: Mrs Natasha Johnson**

*Love Respect Hope Forgiveness Challenging Injustice*



## Woodside C.E Primary School

Maypole Lane, Grendon, Atherstone, Warwickshire CV9 2BS

Tel: 01827 715507

Email: [admin@woodside.bdmatt.org.uk](mailto:admin@woodside.bdmatt.org.uk)

Website: [www.woodside-ce-school.co.uk](http://www.woodside-ce-school.co.uk)

***'Together in God's Love, we inspire and grow through living life in all its' fulness'- John 10:10***

whether the children can walk home safely. Therefore, in light of this, parents will need to speak to their child's class teacher to discuss this matter. If a satisfactory agreement cannot be reached, then the parent will meet with a member of SLT to discuss further. They will consider location of the child's house from school, roads that will need to be crossed, any special educational needs the children have, the time of leaving school – for example if it is dark in the winter after extra-curricular clubs have finished.

- **Provided that there is a suitable agreement, the school requires written parental consent for their child in Y5 and Y6 only to walk home alone.** These consent letters will be kept in the school office and office staff will inform teaching staff which children have permission to walk home alone. If parent's decisions change for whatever reason, they **MUST** inform the office so that all school staff can be informed.
- **In the event of a child not being collected from school and school not being able to contact parents/emergency contacts, after 60 minutes the school will follow its child protection procedures and the Police and Children's Services will be informed.**

These new processes are a way of improving handover in the morning for younger pupils, communication with staff at the end of the school day and improving the safeguarding all pupils at drop off and collection.

If you need to speak to your child's teacher at the end of the day and this is a quick discussion this can then be done. However, please note any discussion that needs longer than 5 minutes should be booked as an appointment via the school office.

Thank you for your continued support this year and I look forward to working with you in 23-24.

Kind regards

Mrs Natasha Johnson

Headteacher

**Headteacher: Mrs Natasha Johnson**

*Love Respect Hope Forgiveness Challenging Injustice*