



The Sherwood School

Drop off and Collection Policy

Our Mission Statement:

We are dedicated to providing the best possible education for every pupil in a safe, inclusive and stimulating environment. UNICEF's convention on the Rights of the Child is embedded within our ethos and curriculum and is valued and supported by our staff, children and families.



Status	Frequency of Review	Approval	Next Review
Ratified	3 yearly	July 2024	July 2027

Drop off and Collection Policy

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Introduction

We aim to provide a safe and caring environment for children to learn. In the event that a child is not collected or collection is delayed, they will be reassured in order to cause as little distress as possible. We will make every effort to contact parents and carers to inform them of our procedures being followed. In the event that an authorised adult does not collect a child, we will put into practice the agreed procedures, unless agreement to walk home alone has been obtained for Year 5 and 6 children.

‘There is no law that states what age children may travel to and from school unsupervised. Parents and carers should make their decision based on their child’s maturity, ability and the safety and distance of the route to school.

Some schools advise parents and carers with children under the age of 8 to make sure they are accompanied by an adult or an older sibling.

To help parents and carers decide whether their child is ready to either stay at home or go out alone read our [Home or out alone guide](#).’ NSPCC

Key Principles

- Class Teachers / School Staff are responsible for the orderly dismissal of pupils from their classrooms
- Class Teachers / School Staff must be sure that pupils’ leaving arrangements are safe.
- Class Teachers / School Staff will not allow children to leave with unknown persons, or other parents without prior knowledge of the arrangement.
- Children in Years 5 & 6 will only be allowed to walk home alone with written permission from parents and carers.
- Where changes to a child’s normal pattern of home time occurs, the school expects to be informed by the parent by email with 24 hours notice, or if on the day itself, by 2p.m.
- Parents will drop off / collect children (or arrange for this to happen) punctually
- Parents will collect children after extra-curricular (or arrange for this to happen) punctually at 4:15pm.
- Late drop off / collection will be monitored by the Admin Team.

- Allowances will be made in extenuating circumstances.
- If parents contact school to inform school they have been delayed due to unforeseen circumstances such as traffic jams etc. their child /ren will be placed in After School Club and kept safe until they arrive, which is open until 5.30pm. (Parents will be charged for this service).
- If parents / carers have not collected children by 3.40p.m., they will be placed in After School Club, which may incur charges.

Responsibilities

School

Drop off

1. The school day starts at 8.40am when the gates open and children enter classrooms.
2. Registers are taken at 8:50am and your child will receive a late mark 'L' if they are not in by 8:50am
3. Children arriving after 8.50am are required to come into school via the school office. If accompanied by a parent/carer they must sign them in and provide a reason for their lateness which is recorded.
4. At 9.20am (30 minutes after the start of the school day) the registers will be closed. In accordance with the regulations, if your child arrives after that time, they will receive a mark that shows them to be on site – 'U', but this will not count as a present mark and it will mean they have an unauthorised absence

Collection

1. The end of school day is 3:20pm
2. Teachers will dismiss their pupils from their classrooms, or exit points into the charge of a recognised parent, carer or responsible adult who is accompanying the child to their home.
3. In the case of Foundation and Years 1, 2, 3 and 4 staff will hold the children at the collection door until they see the appropriate adult.
4. Years 5 & 6 will only be allowed to walk home alone with written permission from parents and carers.
5. If a child is not collected by 3.30pm, parents and carers will be contacted by a member of the Admin Team or teacher. The expectation is that parents and carers collect at 3.20pm unless there is an extenuating circumstance.
6. The above applies if children participate in an extra-curricular club – the expectation is that they are collected promptly at 4.15pm unless there is an extenuating circumstance. If child/ren are not collected promptly, parents will be contacted.
7. All late collections will be monitored and logged and where applicable the late drop off and collection protocols will be implemented. (See Key Principles)
8. Regular late collection may result in school not allowing a child to attend a club.
9. Children will not be released from school to someone if they are showing signs of distress or anxiety.
10. Children will not be released if the teacher feels that the parent is not in a fit state to ensure their child's safety. This will be immediately reported to the Designated Safeguarding Lead in school.

Parents

1. Parents and carers should ensure that pupils are not left unattended on the playground and should escort them to their receiving adult (teacher or teaching assistant). Children are not allowed on the playground equipment at drop off or collection time, as they are unsupervised by a member of staff.
2. Children booked onto breakfast club enter via the visitor's gate.

3. Parents must pick up their children at 3.20pm promptly or promptly at 4.15pm if their child attends an After School Club.
4. Parents are expected to make it clear to the School, at the start of each year, the default arrangement for collection and travel home and to email before 2p.m. on occasions that this arrangement is changed. If changes are made after 2p.m. please telephone the office on 0208 764 5100.
5. Parents must inform school if their child is being collected by another parent or friend as school will not release children if they do not have prior consent from a parent / carer.
6. Where there is any doubt teachers will hold the child in school and inform a Designated Safeguarding Lead who will take responsibility for the child and seek clarification by telephone.
7. When parents receive their children, it is their responsibility to supervise their children as they leave the school site. The school takes no responsibility for accidents incurred on the school equipment after handover.
8. Children are not permitted to play on the 'Trim Trail' / Outdoor Gym or on any of the school grounds before or after school.
9. Scooters and bicycles should not be ridden in the playground and no balls are allowed before or after school.

Children

1. Children are expected to leave with the known adult promptly and sensibly.
2. Children should not ride their bicycles or scooters on school grounds.
3. Children **should not** use any of the school's play equipment after school. Children will be made aware through assemblies and safety lessons of the danger and will be expected to be under close supervision by their parents at all times.

Club Leaders - For Extra Curricular Clubs

1. Club leaders have responsibility to ensure that all attending pupils are handed over to the agreed recognised responsible adult on the school staff after their session has finished.
2. In no circumstances will children be left alone to wait for their parents. If parents do not pick up promptly at 4.15pm then the children will be placed in the care of an adult and parents will be contacted.
3. Parents / carers should inform the office team before 2p.m. if their child is attending a club and arrangements for collection have changed.

Children travelling to and from school independently

The NSPCC states: *"There is no law that states what age children may travel to and from school unsupervised. Parents and carers should make their decision based on their child's maturity, ability and the safety and distance of the route to school."*

Some schools advise parents and carers with children under the age of 8 to make sure they are accompanied by an adult or an older sibling."

To help parents and carers decide whether their child is ready to either stay at home or go out alone do read the NSPCC's [Home or out alone guide](#).

The school is not responsible for the safety of children on their journey to and from school.

- If parents choose to let their Year 5 / 6 child travel to/from school independently, then they should assess the risks associated with the school route and their own child's confidence.
- Parents should work with their child to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness.
- The school requires written parental consent for their children in years 5 and 6 to walk to and from school independently (see appendix 1).
- If a child should not arrive home at the expected time the parent/carer is expected to notify the school immediately.

Supervision on the school site

Parents should note that the school does not provide a member of staff to supervise children before the doors open at 8.40 a.m. (unless the children are part of the agreed breakfast club or attending booster classes) or after 3:15pm (unless children are attending an after-school club organised by the school) and therefore the welfare of children until/after that time is the **responsibility of parents/carers**.

Children should not be dropped off and left on the playground unsupervised. If this happens the children will be placed in the care of a Designated Safeguarding Lead and parents will be contacted.

In these instances, if a problem or difficulty arises and is brought to the attention of the school, the school will intervene, e.g. if a child falls and hurts themselves the school will provide medical assistance.

Drop off and collection by older siblings

It is the parent/carer's responsibility to ensure that their child is dropped off and collected by a responsible person.

- Children in KS1 will only be released to an adult or a sibling over the age of 14 with written consent.
- Children in LKS2 may be released to a sibling over the age of 14 with written consent.
- Children will not be allowed to leave school with any adult unknown to the school. Therefore, it is the parents'/carers' responsibility to notify the school if someone other than the usual person is collecting their child.
- Children will not be released to another parent without the teacher being informed via the school office.

Parental Responsibility

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.

Late collection procedure

Parents and carers share in the responsibility to work with school staff to ensure their children are safe and in the care of a responsible adult. Parents should notify the school immediately (by contacting the school office on 0208 764 5100 if it becomes apparent that the person collecting their child may be late. If the person collecting the child is going to be late whatever the circumstance, the parent / carer should book the

child into After School Club. This can be done at any time, preferably before 2p.m.on the day at the latest. Booking into the Club will give parents the flexibility to collect up until 5.30pm. If a child is not collected promptly from school or promptly after an after school club, the school will inform the Designated Safeguarding Lead.

If parents are late the following protocol will be implemented once the children have been safely placed in After School Club:

- Check for any information about changes to the normal collection routines.
- Attempt to contact the parents/carers on their home, work and mobile numbers.
- Telephone the emergency contacts that have been provided by the parent/carer.
- When a child has not been collected by 3:40 pm, the child is enrolled within After School Club. The parent is liable to pay the cost for this service.
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with the Attendance Officer or Children's Social Care.
- School will inform parents/carers of the possible arrangements that may be put into place for their child if they continue to collect their child late and an invitation to parents to meet with the Designated Safeguarding Lead for a discussion about their circumstances. (See appendix 2).
- If a parent/carer wishes for their child to be collected by someone who does not have parental responsibility, whether this is a regular or pre-planned arrangement, the parent/carer must put this in writing to inform the school office.
- In the event of alternative arrangements being made in an emergency, the parent/carer must give verbal consent for an agreed person to take the child home. The school will text / phone the parent/carer to confirm that this arrangement was made at their request and with their consent.
- In the event of a child not being collected from school and the school being unable to contact any emergency contacts / receiving no notification from the parent/carer within 45 minutes of the end of the school day, the school will follow its child protection procedures, i.e. the Police will be informed and a safeguarding referral will be made to Children's Services.
- The school will keep detailed, timed records of the action taken and calls made to contact the parents/carers and emergency contacts.
- Once the situation has been resolved, parents/carers will be invited to meet with the Head teacher /DSL to discuss the steps they could take to avoid a recurrence of this situation, e.g. ensuring that the school has current contact details, including emergency contacts.

Early Collection of Pupils Procedure

Whenever pupils need to be collected before their formal dismissal time, parents/carers must provide prior notification by email or by telephoning the school. The school will require evidence of medical / dental appointments. This is to ensure that the class teacher is notified and therefore has sufficient time to distribute any homework/notices.

At the time of early collection, parents/carers must report to the school office. Parents/carers are required to sign the child out with the time that the child is being collected. Office staff will notify teachers that the parent/carer has arrived to collect the pupil. Parents/carers are kindly requested to wait in the foyer area for their child to arrive from the class.

The School recognises that at times, pupils will need to attend appointments (including medical appointments) during the school day. In such cases, parents/carers are welcome to collect their child for the appointment and then return them to school during the school day. Parents are required to sign their child out of school and provide evidence of the appointment. The office will ensure that the child is signed out of school when leaving the premises. When parents return their child to school, they must report the child's return to the school office so that the school is aware that the child has returned and is back on the school premises. The office will ensure the child is signed back into school upon their return.

Monitoring and Review

A copy of this guidance is available to all staff and parents and is published on the school website. Parents will be made aware of this policy when their child is admitted to this school.

Appendix 1

Year 5/6 Permission to travel to and from school independently letter

Dear Parents and Carers of Year 5 and 6 children,

When children are in Year 5 and 6, we allow them to walk to and from school unaccompanied by an adult, with their parent/carer's consent. Many children live within a short distance of school and are very familiar with the route. With their parent / carer's permission, we can enable children to take on the responsibility and ownership of their own safety, in preparation for high school. Children will be expected to make their way straight home from school where they can meet with an appropriate adult.

This is monitored closely and if school is at any point concerned with any pupil's safety or conduct, we will speak with parents / carers and they will return to being collected from school by an adult.

If you are happy for your child to be released from school by their class teacher without being collected by an adult, please sign the consent form below. If we have not received a consent form, your child will not be released from school until an appropriate adult comes to collect them.

Yours sincerely,
Mrs Samouel
Head Teacher

Permission to travel to and from school independently

I have assessed the route my child will take to / from school and hereby give permission for my child to travel unaccompanied

Yes

No

Signed:.....
(parent / carer)

Date:



BREAKFAST & AFTER SCHOOL CLUB



Please complete and return this form at your earliest convenience

- A minimum of 2 days' notice is required unless the booking is due to an emergency.
- The cost is £7 for Breakfast Club per session, per child. After School Club is £5 for half session or £10 for full session, per child. Payment to be made prior to your child attending via ParentMail or with childcare vouchers / government tax free childcare.
- Payment will be taken from your parentmail account once your child has attended a session.
- All children will be escorted to their classroom by a member of staff.

CHILD'S DETAILS – PLEASE COMPLETE ALL INFORMATION

Child's Full Name:		Class:	
Parent / Carer name:		Email:	
Mobile No:		Work No:	
Emergency contact name & no: _____			

IMPORTANT INFORMATION

Special Dietary Needs: _____
 (Please include any foods that your child cannot eat for ethical / religious reasons or write N/A)

Allergies: _____
 (Please include any foods your child cannot eat for medical reasons or write N/A)

I require **Breakfast Club** from (dates):

From:	To:

(Termly/ Monthly/Weekly)

7.30am – 9am (Please tick days required):

Mon	Tue	Wed	Thu	Fri	Ad hoc day: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Please specify date)

I require **After School Club** from (dates):

From:	To:

(Termly/ Monthly/Weekly)

HALF Session 3pm – 4.30pm (Please tick days required):

Mon	Tue	Wed	Thu	Fri	Ad hoc day: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Please specify date)

FULL Session 3pm – 5.30pm (Please tick days required):

Mon	Tue	Wed	Thu	Fri	Ad hoc day: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Please specify date)

(Please continue overleaf to complete form)

PLEASE TICK ONE PAYMENT METHOD

- ParentMail
- Government tax free childcare
- Childcare vouchers

Name of company:

Declaration

I understand the school reserves the right to refuse admission to Breakfast and / or After School Club if the terms of this agreement are not adhered to

I agree to collect my child/ren by 5.30pm at the latest (if they attend after school club) and will contact the after school club team directly on 07926 910 826 if there are any collection issues.

I also understand that I may be charged a late collection fee if I collect my child/ren late

Name:

Signature:

Date:

Please send any queries, including booking forms, to:

finance@sherwood.merton.sch.uk

For Office Use:

Logged on system

Payment type received:

B/Fast & ASC Teams notified:

Amount paid:

Added to Parentmail

THE SHERWOOD SCHOOL

Headteacher: Andriana Samouel
Tel: 020 8764 5100 Fax: 020 8765 0265
Email: adminoffice@sherwood.merton.sch.uk



Address: Abbots Road, Mitcham, Surrey CR4 1JP
Webpage: www.thesherwoodschool.co.uk
Twitter: @sherwood primary

Inspire. Learn. Grow.

Sherwood Wrap Around Care Terms and Conditions

The Sherwood School is delighted to be able to offer Breakfast Club and Afterschool Club facilities to parents to support to working parents/carers.

Timings

The Breakfast Club will be open from 7.30 – 8.50 am, Monday – Friday.
The HALF sessions for Afterschool Club will run from 3.20pm – 4.30pm, Monday – Friday.
The FULL sessions for Afterschool Club will run from 3.20pm – 5.30pm, Monday – Friday.

If a parent is delayed they should telephone the school on **07926 910 826**.

The school reserves the right to additionally charge parents who collect their children late from After School Club. for example:

- If a child is collected after 5.30pm, an extra half session (£5) will be charged.
- If a child is collected after 5.45pm, and extra full session (£10) will be charged.
- If a child is collected any time after 4.30pm the full session fee will be applied.

If a child is collected late persistently, we reserve the right to cancel their place in the After School Club.

Fees and booking

The fees are £7 per Breakfast Club session, £5 per HALF session Afterschool Club and £10 per FULL Session Afterschool Club session. Fees should be paid one week in advance. Payments should be made via Parentmail, tax free childcare account or government childcare vouchers.

Behaviour

The Sherwood Breakfast and Afterschool clubs will follow the Rights Respecting School charter, regulations and policies already in place at The Sherwood School.

Children are expected to follow the school's Behaviour Policy. As the clubs are not a mandated service, we reserve the right to remove your child's place at Sherwood Breakfast and Afterschool club. This will be based on a "three strike" rule: if your child has been warned about inappropriate or dangerous behaviour on three occasions and it persists, your child will have their place at the clubs removed.

I agree with the terms and conditions outlined above

Name of Child:

Name of Parent:

Signed:

Date:

