



Gade Valley Primary School

Drop off and Collection Procedures

Before and after school

At the beginning of the day, at 8.40am, the gates will open and pupils will be able to walk straight in to their classrooms. Pupils can arrive anytime between 8.40am and 8.55am. The gates will be locked at 8.55am and any pupils who are arriving late need to enter the school via the office. Between 8.40am and 8.55am, pupils will complete early morning activities.

For Nursery children, the school day begins at 8.45am and ends at 11.45am (15 hours per week).

For Nursery children – 30 hours per week option - the school day begins at 8.45am and ends at 3.15pm

Early Bird Club starts from 8.00am until 8.40am. Pupils will need to enter the club via the Reception class garden and into the school hall.

Night Owls Club starts from 3.15pm – the pupils will be registered with the club staff. The club is located in the school dining hall and outside area. Pupils can be collected from the club at any time, up to 5.00pm from the door to the left of the school office – signposted.

At the end of the day, Reception, Year 1 and Year 2 will be collected from outside their classrooms at 3.10pm and Years, 3,4,5 & 6 will be collected from the top playground at 3.15pm. Teachers from Reception to Year 4 will let your children go when they have seen you – for pupils in Years 5 & 6, we ask that you complete the Consent section of your child's profile on the Arbor App under '**Walk to and from school**' if you wish them to walk home without an adult.

If no-one is there to collect your child we take them backing back into the building; we then know that your child is safe and we can make phone calls to get someone to collect them. It is very important that you ensure we have up-to-date contact details for people caring for your child.

Please let us know if the usual arrangements for collecting your child from school have to change e.g. you are ill or start a new job. This is especially important for younger children so that staff release your child to the appropriate adult.

For Health and Safety reasons children are not allowed to play football or to play on the play equipment on the school grounds after school.

Drop-off and collecting by older siblings

It is the parent/carer's responsibility to ensure your child is dropped off and collected by a responsible person if it is not safe for them to walk unsupervised. The suitability of a sibling caring for your young children is a decision you will make based on careful consideration of all the factors involved.

Late collection of children

If you or the person collecting your child from school will be late or are stuck in traffic, please contact us. If we do not hear from you, we will endeavour to contact you or another adult from your emergency contact information to ascertain where your child should be.

If you wish your child to be collected by someone who does not have parental responsibility you must give us this information / permission verbally or in writing.

Non-collection of children

In the unlikely event that children have not been collected from school at 3.15pm and we have not been able to establish contact with parent / carers by 5.00pm, the school would have to follow child protection procedures. This will involve informing the police and making a safeguarding referral to Children's Services.

Safeguarding Children

If an adult arrives at school and staff are concerned that their presentation suggests they are unable to offer safe care to the child, we may have to take steps to clarify the situation and assess the risk to the child. This may involve the above safeguarding procedures.

Children walking to and from school alone

There is no set legal age at which children can walk independently or be left alone. However, we all need to ensure children are not placed at risk. If you wish your child to walk to and from school alone, you will have assessed the risks associated with the route and your child's confidence and will have worked to build their independence.

Cycling to and from school

It is your decision whether your child cycles to school.

Children should wear a helmet and get off the bike and push it through school grounds to the bicycle shed.

Scooters

Again, it is a parent's decision to allow children to ride scooters to school. Scooters must not be ridden on school property either before or after school so that the safety of other people is not compromised.

Parking

We are concerned for our children's safety and yours. If you do need to drive your child(ren) to and from school, please use the shared to the side of the school.

We ask that you respect our neighbours by not obstructing their drives and we ask that you **do not** drive into or park on our school premises.

Dogs on School Premises

Gade Valley School have agreed that NO dogs (or pets) are allowed on our school grounds - this includes carrying small dogs onto school premises.

Smoking

We have a non-smoking/vaping policy at Gade Valley Primary School.