



## **COLLECTION OF CHILDREN AND LOST CHILDREN PROCEDURE/POLICY**

At The Prince of Wales School we believe in developing and fostering children's independence and life skills from an early age. We provide a curriculum which supports this view in preparing children for the next class ahead as well as universal independent skills such as bringing in and organising a book bag, knowing what to do with a snack, water bottle and lunch box (if required). As well as ensuring that independence is taught, we are also accepting as children mature that they seek greater independence, as a school we support this view particularly as we are preparing children to attend Middle schools.

The Prince of Wales school promotes the ability to understand the value in rules for entering the school and leaving the school at the end of the day. We seek parents' support in highlighting the importance in ensuring the school is made aware of any difference to their normal coming into school or being collected at the end of the day. Below are systems with reasons as to why we value these as extremely important.

### **When a child enters The Prince of Wales School**

All parents must complete a *Registration Form* before their child starts School. The form requires parents to give two emergency contact telephone numbers, which must be kept up to date. There is space to give a third emergency contact which we will be pleased to receive.

The school wishes to highlight the need for parents to understand that when information changes (addresses, phone numbers, mobile numbers) we **MUST** be contacted so we can update the *Registration form*. This is **crucial** if there is ever a need to make contact. Please recognise that this form is sent home to you annually to make alterations.

### **TIMES OF ARRIVAL AND DEPARTURE FROM SCHOOL**

If a child arrives or departs from the school outside of the designated times, then these must be recorded by the adult responsible for the child. Please come to the office foyer where you will be directed to a signing in book.

School Start Time – 8.45 – 9.00am

School Finish Time – 3.30pm

### **Beginning of school day**

The school day begins at 8.45am. Children are encouraged to walk to school however there is road side parking and a small car park at the front of the school. If you use these areas to park please be aware of the very young children in the vicinity.

The road alongside the left of the school must be kept clear as the children arriving at school by minibus have access to drop them off at the rear of the school.

The school opens at 8.45am to give children and parents the opportunity to arrive at school in a relaxed amount of time. It is also a valuable time to help your child practise routines and settle into

an engaging activity to help begin the school day. There is also an opportunity to speak to the teacher or Teaching assistants. **It is also the time when any changes in collecting children is addressed.**

Procedures are included for each Year group as there will be a shift of emphasis as they progress through the school.
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### **Breakfast club**

This takes place in the school hall and begins at 8am. The children are offered breakfast and a range of activities. At 8.45am the leader then takes the children to their classroom and a member of team signs a register to take responsibility.

### **RECEPTION**

If anyone other than the parent or main carer is to collect the child from school, the parents must inform staff in order that this information can be recorded on the white board in the classroom. This might include a relative, friend or because the child is attending an after school club. At the end of the school day the white board will be read and adhered to and the classroom door will be opened. The staff member should ensure that the parent/carer is visible within the Reception waiting area and the child can then be sent to that person.

### **YEAR 1**

If anyone other than the parent or main carer is to collect the child from school, the parents must inform staff in order that this information can be recorded on the white board in the classroom. This might include a relative, friend or because the child is attending an after school club. At the end of the school day the white board will be read and adhered to and the classroom door will be opened. The staff member should ensure that the parent/carer is visible within the outside waiting area and the child can then be sent to that person (As this classroom door has little space outside of it, please step forward to help school staff acknowledge your appearance in running this procedure smoothly). All children should be made aware that if the adult collecting them is not there then they must wait with the Year 1 staff member, the teacher must state this to the class daily.

### **YEAR 2**

If anyone other than the parent or main carer is to collect the child from school, the parents must inform staff in order that this information can be recorded on the white board in the classroom. This might include a relative, friend or because the child is attending an after school club. At the end of the school day the white board will be read and adhered to and the classroom door will be opened. The staff member will let the children out slowly to ensure that all children are accounted for. All children should be made aware that if the adult collecting them is not there then they must wait with the Year 2 staff member. The Yr 2 team must remind the class of this procedure at least once a week.

### **YEAR 3**

If anyone other than the parent or main carer is to collect the child from school, the parents must inform staff in order that this information can be recorded on the white board in the classroom. This might include a relative, friend or because the child is attending an after school club. At the end of the school day the white board will be read and adhered to and the classroom door will be opened. The staff member will let the children out slowly to ensure that all children are accounted for. All children should be made aware that if the adult collecting them is not there then they must wait with the Year 3 staff member. The Yr 3 team must highlight this procedure to the class at least once a fortnight.

### **YEAR 4**

If anyone other than the parent or main carer is to collect the child from school, the parents must inform staff in order that this information can be recorded on the white board in the classroom. This might include a relative, the child attending an after school club or due to parents wishes to extend their child's independence. If parents wish for their child to walk home independently they must communicate this change to the school's leadership team in writing please. At the end of the school day the white board will be read (the appropriate children will be reminded) and the classroom door will be opened. The staff member will let the children out and remind them that if the appropriate adult is not there then they must remain within the covered area outside the classroom door. All children should be made aware that if the adult collecting them is not there then they must wait with the Year 4 staff member (Yr 4 team must highlight this procedure to the class at least once a month).

### **UNCLAIMED CHILDREN.**

- 1) In the event of a child not being collected then they should remain with the team responsible.
- 2) On no account will a child be allowed to leave with another adult unless the school has been notified.
- 3) Fifteen minutes after school finishing the office staff will phone contact numbers. If the teacher is needed then the office staff will ask for their assistance.
- 4) If contact cannot be made then the child will remain in school with a designated member of staff who runs the After School club. The parent will be charged for this.
- 5) If parents/ emergency contacts still cannot be made during this time then the school will contact Social Services (Tel: 01305 221450 for Childcare Team )

### **SCHOOL CLUBS**

The office will hold a register of all clubs as will those adults who run a club after school. Parents will collect their child from the adult responsible for the club (If a child is not collected then the above replies). If a child normally attends a club and is collected at the normal home time then it is the responsibility of the parents to inform the adult who is responsible for the club.

### **MISSING CHILDREN**

If a child goes missing whilst at school or before they have been collected at the end of the school day, the premises and surrounding area will be thoroughly searched immediately by a team of staff. If the child is not found at this point, then telephone calls will be made, first to the parents to see if the child has gone home and thereafter to the police if necessary. If a child is susceptible in taking themselves out of school then a separate system will be worked out and led by the SENCO emerging from the above system.

### **External Childcare Agencies**

The school has had partnership arrangements with Sunnydays and Chipmunks. Both organisations have delivered children to the school in the morning and collect after school. As and when this situation is required then this will be agreed with Senior Leadership team.