

Streatham Wells  
Drop-off and Collection Procedure



## **Definitions**

For the purposes of these procedures, a child, young person, pupil or student is referred to as a 'child' or a 'pupil' and they are normally under 18 years of age.

Wherever the term 'parent' is used this includes any person with parental authority over the child concerned e.g. carers, legal guardians etc.

## **Rationale**

The need for the school to devise a child drop off and collection procedure is to

- Clearly outline the drop off/collection procedures to the school community.
- To ensure the safety of children, adults and all visitors who may be on the school site at this time.
- Ensure all parents/staff are aware of the expectations regarding drop off and collection.

## **Aims**

- That no child is unaccounted for at any time.
- To safeguard all children/parents/staff and ensure health and safety procedures are followed whilst on site.
- That each teacher is up to date on child drop off/collection procedures and arrangements.
- That the school community is aware of the appropriate drop off/collection procedures.

## **Dropping-off**

- All children must be in class at 09:00am.
- The school gates are open from 08:50am. At this point, all children and parents will be allowed on site and must make their way to the school playground.
- During this time, we only have a minimal number of staff available for supervision and so we kindly ask that all children/parents refrain from using the play equipment on site and instead wait patiently by their classroom doors, ready for the start of the day.
- Due to lack of available staff to supervise during this time, the welfare of the children during drop-off and collection time is the responsibility of the parent. If your child attends school independently, please remind them of the rules set out in this policy on expected behaviour before and after school.
- At 09:00am, the bell will ring to signal the start of the school day. All children must enter the classroom. Parents are kindly asked to drop off their children and not enter the classroom unless authorised to do so by a member of staff.
- Parents/Carers of Reception children drop their children at the black gate by the EYFS playground,, where a member of the Reception team will greet them.
- Teachers will take registration shortly after 09:00am and close by 09:10am. Anyone arriving after this time must inform the school office that they have arrived late to be marked in on the registers.
- If you fail to inform the school office after this time, your child may miss registration and the school may contact you about their whereabouts..
- If you arrive after 09:10 am, your child will marked in as late. If you arrive after 09:30am, this is unauthorised lateness.
- Once you have dropped off your child/ren, please make your way back out the school gates, which will close at 09:10am.
- The school office will be open from 08:00am.
- If your child/ren will be absent, please make sure you call the office on 02086743742 or email us at [office@streathamwells.org](mailto:office@streathamwells.org) before 09:00am with a reason as to why they will not be attending, so we can mark this on the register accordingly.

## **Breakfast Club**

- Breakfast club opens at 08:00am every morning. Please use the access panel at the front gate and select 'BASC' so that a member of staff can let you in.
- Children must be booked in prior to attending breakfast and after school club.
- Once you have dropped your child/ren off, please exit the premises as soon as possible or pop into the school office if you have any queries.

- You can drop your child off at the Breakfast Club at any time between 08:00am and 08:50am, however, you will be charged the full amount regardless of the time spent on site.
- Please be aware that Breakfast Club stops serving breakfast after 08:30am.

### Collection

- School finishes at 15:30pm unless stated otherwise (i.e. After School Club, Football, etc.)
- Gates will open at 15:25pm for parents to come and collect their child/ren. Please wait for a member of staff to open the gate for access.
- Please wait outside the classroom door for the teacher or other member of staff to dismiss.
- Once you have collected your child/ren, please exit the premises. Again, due to lack of available staff to supervise, we please ask that your child/ren refrain from using the play equipment on site.
- Please do not enter the school building, other than through the main office, unless permitted to do so by a member of staff. This is a matter of safeguarding and must be followed by all visitors.
- If your child has a club, please refer to the **Clubs** or **After School Club** section.
- We understand that occasionally something may happen that makes you late collecting your child/ren. If you are going to be late for collection, please make sure you email or ring the school office beforehand to let us know ahead of time.
- Any late children will be taken to the main office. Please make your way here first when you arrive.
- If your child/ren have not been collected by 15:45pm, they will be taken to After School Club, where they are adults to supervise them and you will be charged the daily rate (currently £12 per day, per child).
- Please be aware that the school can issue fines for persistent lateness (for drop-off and collection).

### Children travelling home alone and/or with siblings

*"There's no legal age that your child can travel home from school alone - this is up to you and your best judgement, or your school's rules and policies. However, you should never leave a child alone who isn't ready or is unable to care for themselves". (NSPCC - <https://www.nspcc.org.uk/keeping-children-safe/away-from-home/at-school/#legal>)*

- Children are allowed to go home alone, with parental permission, from the beginning of Key Stage 2 (Year 3). You must provide the school with written consent that your child will be going home alone and outline any details that are relevant, i.e. home alone on certain days of the week.
- Where we have not obtained relevant permission, we will not be able to let the child/ren leave unsupervised.
- You may call the school office to give verbal consent if necessary.
- Siblings may go home together if they both meet the threshold of being in Key Stage 2 and you have provided the school with consent.
- If parents are unable to collect their child, they may go home with another adult. You must call or email the school to give consent and they must be over the age of 12.

### **Clubs**

- All clubs generally finish at 16:30 pm, unless stated otherwise. Please ensure you arrive at the school before this time to collect your child/ren.
- Children will be dismissed from the school office, unless specified otherwise.
- Rules for collection apply the same for clubs as they do for the end of the school day.

### **After School Club**

- After School Club runs from 15:30pm - 18:00pm. You must register ahead of time through the school office for your child to attend.
- You must collect your child by 18:00pm from the BASC portakabin. Any lateness may result in a fine as per BASC procedures.
- Once you have collected your child, please exit the premises as soon as possible.
- Rules for collection apply the same as above. Once you collect your child, please leave the premises as soon as possible. If you are going to be late or have any other questions, please call BASC on 02086831765.
- For more information on After School Club, please follow this link:  
<https://www.streathamwells.org/wrap-around-care>

## **Nursery**

- Nursery parents may use the access gate (by the car park) for entry to Nursery. This gate will not open automatically at 08:50am; however, you can use the access panel and select 'Nursery' for access.
- Nursery children must be accompanied by a designated adult at all times until they are released to a member of the EYFS team..
- Parents must wait with their children outside the classroom door for a member of staff to open and provide access at 09:00am.
- Please be aware that if you access Nursery from the main gate, you may need to cross a small part of the school car park for access. Please ensure full supervision of children when doing so, as we may have staff/visitors/deliveries using the car park at this time.

## **Early Collection**

- We understand that on some occasions, children may need to be collected early or dropped off late for appointments, e.g. medical. Please let the office know beforehand that you plan to take your child/ren out so we can make class teachers aware.
- Parents collecting children early should report to the school office, where a member of staff will bring your child/ren to you. Please do not go directly to the classroom unless advised to do so, as this may be disruptive to the classroom environment.

## **General Health and Safety**

- Smoking is not permitted anywhere on site
- Drinking/drugs are not permitted anywhere on site.
- Any acts of violence/aggression or the possession of illegal equipment may lead to banishment from the school grounds and/or follow up action with the police if deemed necessary
- No pets are allowed on site.
- In the event that the fire alarm goes off before registration/during collection, please take your child/ren to the large football cage and await further instruction from a member of staff.
- We ask that parents provide a duty of care to those around them when on the school premises. This is not an extensive list, however, please refer to the schools Health & Safety Policy or enquire at the school office for more information.