

Lower Kersal Community Primary School

A School Where Everyone Matters



Pupil arrival and collection policy

Introduction

In order to safeguard our pupils at Lower Kersal Primary School it is essential school ensures all children arrive at and leave school at the end of each day safely. It is appreciated that for some families, arrangements may need to be flexible and different people may care for the child after school. Sometimes there may need to be 'one-off' arrangements. For this reason, we have set out clear procedures which all staff, parents and carers must adhere to.

General Collection Arrangements

- Children will only be permitted to be collected by named adults or siblings of high school age. (please ensure school knows names for collection via the front office)
- Children are to be collected at the end of the day from their class teacher or the teacher supervising the class at the time.
- Children must not be allowed to go until the adult collecting them has been identified.
- Children must not be allowed to go if the teacher feels the adult collecting the child is not in a fit state to ensure the child's safety. This must be reported immediately to the Designated Safeguarding Lead (C Boote).
- Under normal circumstances children are collected from their designated area by an adult. Under exceptional circumstances it may be possible to make other temporary arrangements – these must be discussed and agreed with the head teacher beforehand.

Late Collection Procedure

- Parent/carers must call school to inform of any delay in collecting their child(ren)
- When a child has not been collected at home time. A call will be made to their parent/carers.
- If parent/carer is unavailable, the child's emergency contact will be contacted.
- When a child is not collected by 4.00 pm and all options have been exhausted. The police will be called.
- Parents may be charged for care provided after school hours

Children Travelling Home independently.

- Only children in Y5 & Y6 will be allowed to travel home from school alone after a written and signed request by parent/carer has been received in school.

Parental Responsibility

- The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school. In the event of any dispute, it is the responsibility of the parents/carers to notify the school of the arrangements that have been made/changed. Legally school has to comply with any court orders currently in place.

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LOWER KERSAL COMMUNITY PRIMARY SCHOOL, ST AIDAN'S GROVE, SALFORD, M7 3TN.

Tel : (0161) 792 2726 Fax : (0161) 792 1152 Twitter : @lowerkersal
Email : lowerkersal.primary@salford.gov.uk Web : www.lkps.co.uk