



Reception ↑



← Pupil Entrance

Monkwood  
Primary  
School

# CHILD COLLECTION POLICY

**MONKWOOD PRIMARY SCHOOL**

Estate Road, Rawmarsh, Rotherham, S62 7JD

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 01709 710310 **HEADTEACHER:** Ms K Sherburn



## **Monkwood Children's Drop off and Collection Policy**

### **Whole School Information**

- Class Teachers are responsible for the orderly dismissal of pupils from their classrooms.
- Class Teachers must be sure that pupils' leaving arrangements are safe and that children exit from their classroom door.
- Class Teachers will not allow children to leave with unknown persons, or other parents without prior knowledge of the arrangement. This information can be found on BROMCOM.
- Children in Years 5 & 6 will only be allowed to walk home alone with written permission from parents and agreement from school that it is appropriate and safe to do so. Y5/6 children **will not** be allowed to collect younger students unless there are exceptional circumstances which are made clear to the school and the school can support through use of its own staffing. Y6 children will be allowed to walk home with Y5 siblings.
- Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent on or before the day.
- Parents will drop off / collect children (or arrange for this to happen) punctually (please refer to school prospectus for these times)
- Children not collected on time will be placed in the main entrance and parents contacted to inform them that their child is safe and needs collecting as soon as possible. Multiple late collections will result in school passing this information onto MASH information sharing as a matter of course, especially when reasons are inappropriate or not given.
- Parents will collect children after extra-curricular (or arrange for this to happen) punctually at the time indicated in the initial letter – if parents are late the children will be placed in the main entrance where staff can monitor and release. Collection will be made from the main entrance. Multiple late collections will result in school passing this information onto MASH information sharing as a matter of course, especially when reasons are inappropriate or not given.

**Morning school access opens at 8:30am, with gates locked at 9am. Gates are re-opened at 3pm and are locked at 3:15pm. Classroom doors and internal entrances will be closed and secured at 9am and 3:15pm.**

### **Breakfast Club additional information**

- Breakfast club staff are responsible for the orderly dismissal and collection of pupils from their door's unit. Parents/carers must accompany their children to this point so they can be safely registered and enter.
- Breakfast club staff will take children to their class lines ready for registration in the morning.

**Reviewed:** Annually, with regards to any changes.