

William MacGregor Primary School

Drop off and Collection Information



KEY PRINCIPLES

- Class Teachers are responsible for the orderly dismissal of pupils from their classrooms.
- Class Teachers must be sure that pupils' leaving arrangements are **SAFE**.
- Class teachers **must** track and observe the pupil physically meeting their parent/carer (one pupil to be dismissed and tracked at a time)
- Teaching Assistants will support PPA teachers in the dismissal of the class as they are familiar with the adults collecting
- Class Teachers will not allow children to leave with **unknown** persons.
- Children **in Years 5 & 6** are only allowed to walk home alone with permission from parents and agreement from the Head of School that they are safe to do so
- 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. Messages should be sent via the school office as teaching staff may not be able to see messages whilst teaching.
- Where a person other than a child's parent/carer is collecting a child from school – school **expects** to be informed.
 - When children start in Early Years Foundation Stage, parents need to make the teacher aware of who will be collecting the child each day.
 - Children are permitted to go home with any known contact on Bromcom, which are provided at the point the child starts school.
 - If there is a change to a known contact or parents no longer want this person to have permission to collect, this must be clearly communicated to the school office. This information will then be shared with all staff.
 - Where a person different to the known contacts on Bromcom is sent to pick up a child – school needs notification as they **will not** release a child to an **unknown** adult or to another parent unless parental consent has been explicitly given.
 - A child will not be released if we cannot make contact with their parent or if we have not heard from the parent in advance.

We appreciate that it can be frustrating if you/another person has to wait to ensure the person collecting has permission, however, safeguarding is our priority and we will always follow our procedures.