

**Delivery and Collection of Children Policy**

# Delivery

Zelda School runs from Monday to Friday and school begins at 9:00 am.

Parents are asked to ring the bell from 9:00 am and wait until a member of staff is available to ‘hand over’ to. There will be a member of staff at the gate as the children arrive who will be on hand to take messages and support the children to go to their class. They will also make sure the gate is shut as the children come through. After 10:00 am, when the classes go inside for circle time and snack the internal gate will be locked and all visitors or late arrivals will need to ring the bell and wait for a member of staff to let them in.

We encourage families to park in the Seal Sanctuary and walk to the school at the start and end of the day to ease traffic congestion on the lane and outside the school.

Children should be encouraged to arrive already in their waterproof/outdoor clothing and be responsible for their own belongings. They should therefore find their name and choose a peg, hang up their own bags and place their belongings in the appropriate places.

Please only discuss urgent matters and anything that is directly relevant to the child's day ahead at school while you are dropping your child off in the morning. Any other matters can be discussed during a scheduled meeting at the end of the day or by telephone or video call.  This enables the staff to give their full attention to supporting the children at this important time of the day.

Staff will monitor absences and may contact parents to offer support in managing absences.

# Collection

School ends for the morning session at 1:00 pm after lunch.

School ends for all children at 3:00 pm.

Again, children are encouraged to put on their own coats and to collect their own belongings, and wait with the teachers until they are told that their adult has arrived. All children are expected to leave in a calm and sensible manner.

We will open the internal gate at 2.45 pm so that parents can come into the garden at the end of the day to collect their children.

If a child is leaving at 1:00 pm a teacher will bring the child and their belongings out to meet their parent at the gate.

Children are supervised by a member of staff at the end of the day to ensure that they leave the premises safely and with the person who is supposed to collect them.

In the interest of safety, we ask parents/guardians:

* not to park at or obstruct any gates or the roads through the farms,
* to drive at the allocated 5mph speed limit through the farm,
* keep dogs in the car (or on a lead if you have walked to the school) and not allow your dog to run free on the premises of the school or Hollifield Farm. If you need to come onto the school premises then please secure your dog safely and do not bring them through the gate.
* not to smoke on or near the school premises. (This is a legal requirement.)
* To ensure both internal/external gate is shut/locked as they enter or leave the school.
* not to enter the school premises between 9 am and 2:45 pm without permission from a member of staff (for example if you are coming in to help your child settle before leaving).
* To ring the bell and wait to be greeted by a member of staff on arrival, at all times.

Parents, or other adults collecting children, are responsible for the children once those children have been handed over to them.

Parents must inform the school if another adult is collecting their child. We have a password system in place for new adults collecting a child. Staff will refuse to hand over the child until we have confirmation from the parent that it is alright to do so.

Staff will refuse to hand over the child should an unknown adult come to collect the child regardless of those persons' claims. Staff will inform the person of this policy regarding the collection of children so that the reason for refusal to hand over the child is understood. Every effort to contact the parent should then be made in order to report the incident.

If a child is collected over 10 minutes late this will be marked in the register. The registers will be reviewed each term and any parents that are repeatedly late collecting their child will be contacted to discuss the situation, and may be charged. A late collection charge of £5 will be added to the bill if parents are more than 15 minutes late.

# Failure to collect children

Any child left on the school premises at the end of the school day is the responsibility of the parents/carers.

* If a child is not collected, the member of staff on duty, together with another qualified member of staff will remain with the child until such time as the child is collected.
* If a child is not collected after 15 minutes parents/carers will be contacted by telephone by the member of staff on duty to request that they collect the child and parents will be charged £5 for the additional care
* If after half an hour the parent/carer is still unavailable, the member of staff on duty will telephone the emergency contact authorised by parents/carers. It is in the parents’/carers’ best interest to give more than one emergency contact number.
* Where it has not been possible to reach either the parents/carers or any of the emergency contacts, the member of staff on duty will contact MARU and/or the police, as deemed appropriate.

Multi Agency Referral Unit – **0300 123 1116**

Out of Hours: **01208 251 300**

**Policy Agreed by Trustees on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed:**

**Reviewed on:**