

5.23. 2 PICK UP POLICY (Y3-Y8)

Introduction

The following policy and procedures relate to the collection of children at the end of the School Day ('pick up').

Timings

The timing of 'pick up' in a normal School Day is published in the *Blue Book*., this is normally 5.15 if pupils are not staying for prep and 6.30 if their sibling is staying for prep. This *Blue Book* also details any likely variations to these times. The website gives yet further clarification as to the arrangements for the week ahead.

The staggering of 'pick up' times caused by the prep arrangements also serves to reduce congestion in the car parks/Hall.

Pick up is by a known adult

Children may only be collected by an adult (aged 18+) who is known to the child. If there is ever any uncertainty as to the arrangements then the child must be kept at school and the parents contacted for clarification.

Pick up from the Hall

The 'norm' is for the parent/carer to wait in the Hall for the children to either be brought out to them (Y3), or for the child to make their own way to the parent at the end of the school day.

Children are asked to be considerate and not to wait in areas that will cause unnecessary congestion at this busy time.

Children must not wait or be collected outside the building.

Pick up from classrooms

Pick up from classrooms occurs on those occasions when all the children are being picked up at the same time (eg if there is no prep or at the beginning of a half term, for example). Notices to this effect are posted or relayed in the Hall to parents and the children are reminded at lunch.

Class tutors are asked to wait with their tutees in their classrooms until all the children have been collected. When there are very few remaining the duty member of staff will arrange for the children to go down to the Library from where they can be collected.

Pick up from away matches or other trips out

The 'norm' is for the children to return to the school in school transport and to be picked up from the front Hall. The coach of that particular team must stay and supervise (or similar arrangement made with another coach) till all his team has been collected.

Children may be picked up from the away venue providing their parent has got permission, at the time, from the member of staff in charge.

Children are only allowed to be transported by their parents or by drivers to whom they have given their consent. Members of staff should check with the Office before departing to see if any special arrangements have been agreed. They should refer to the Office if they are unsure. They should always 'play safe' and return the children to school if they are not satisfied that permission has been given.

Late return of trips out

Although great care is taken to give families accurate timing, there will inevitably be delays from time to time. If a group is to be delayed more than 15 mins from the ETA then they should call the Office. The earlier the warning the easier it is for the Office to disseminate information.

Procedure in the event of a parent failing to collect their child on a boarding night

If a parent is delayed, then the child will go to Prep or wait in the Library until supper. If they are delayed further, then the child will go to supper and follow the boarding evening routine until collected.

Procedure in the event of a parent failing to collect their child on a non-boarding night (Monday or Friday after school).

If a parent is delayed (for over half an hour after pick up) on a day when there is no boarding, the duty member of staff must first telephone (if a message has not already been received) that parent to establish an estimated time of arrival. If pickup does not follow shortly afterwards, the duty member of staff should hand over the child to the resident house master. At this point the duty member of staff should phone the parent concerned and notify them of the school's arrangements, to include the telephone number of the carer who will look after the child and the location of their house.

(The resident house master can make prior arrangements (within a rota) for other residents of the boarding team or staff that live on site to be available on specific days if such a situation was to occur. This rota is available on a noticeboard in the main school office, with the respective staff telephone numbers on it).

In the event that the parent is not going to collect their child that evening, the parent concerned must make arrangements with a friend or relative to collect the child from school.

Procedure in the event of a parent failing to collect their child after a Saturday fixture.

If a parent is delayed (for over half an hour after pick up) on a Saturday after a fixture, the duty member of staff (the team coach) must telephone (if a message has not already been received) to establish an estimated time of arrival. If pickup is not achieved within an hour, the duty member of staff is to contact staff members living on site to see if they can look after the child. If this is not possible the coach must stay with the child until arrangements have been made by their parent/s for collection.

Person responsible: WTV

Implementation date: 5th May 2009

Reviewed: Feb 2012. Sept 2017