

Arrival and Collections

This policy covers the collection of children from school.

We aim to ensure that children and young people are safely welcomed in school and handed over to parents/carers at the end of the day.

At the beginning of the school day

- Parents are asked to bring children straight into school
- Children are not allowed to play in the school play ground, they must come straight into school
- A member of the teaching staff goes down to the car park to meet the children off the school buses. These are brought up to school.
- Other children and parent/carers are greeted by a member of staff at the school entrance 8.45
- Children's attendance is monitored using the SIMS register
- Parents must ring school if their child is going to be absent, if we receive no phone call then the secretary will ring the parent to clarify absence.
- If the buses/taxis are late Mrs. Cummings or the secretary will ring the bus/taxi company to enquire.
- If problems occur regarding transport then the LA must be informed [01670 533000] advice will be given and parents informed.

At the end of the school day

- At the end of the school day the child will be handed over to the parent/carer or previously identified adult.
- Parents/carers must be known to the school, changes re collection must be agreed with the school.
- Only people over 16 years of age will be able to collect a child from school. Parents/carers must notify the school in writing if someone different/unknown is going to be collecting the child. If a person arrives to collect a child who has not been named the parents/carers will be contacted.
- Written notification is required if a child is not to be seen or collected by a certain person (if a court order has been issued, a copy must be given to the head teacher).
- Children who leave the school via transport will be escorted down to the school car park. They will be placed on the school buses ready for departure.
- Parents collecting children via car will also be handed their child individually.
- No child will be allowed out of the gate unsupervised.

Late collection/bus late

- A member of staff will wait at the gate for 10 minutes. At 3.25 the child will be taken back up to school
- The children will wait in the school entrance for 5minutes e.g. bus driver arrives. They will then be placed safely on the bus.
- A member of staff will use the given telephone numbers to contact the adult or agreed contact adult.
- If the adult is contacted and will not be in school for 10 minutes or more then the child will be placed in After School care and the parent will be charged accordingly.

- Late collection can cause distress to the child concerned. If an adult cannot be contacted then at 3.30pm the child will be placed in after school care
- The head teacher or senior teacher will continue to try and make contact with the adult/parent via the contact numbers

Charges for After School Care:

- Where the child is collected within normal club operating hours this charge will be £2.00 per hour. However if the child is placed in After school Care without agreement then the charge will be £4.00 per hour. The After School Facility closes at 6pm. If the child has not been picked up by: 18.15 – there will be an additional £10.00 charge

If a child has not been collected by 18.30?

- We will contact the police if a child is still not picked up 30minutes after the Afterschool closes and parents/carers have not been contactable or made contact.
- A minimum of 2 staff will stay with the child (one of which will be the Co-ordinator or Deputy and the other will be the head teacher/senior member of staff).

Last reviewed: DATE October 14

Appendix 1

School transport and the law:

Councils provide school transport under the Education Act 1996.

The Act requires a Local Education Authority (LEA) to arrange the provision of free school transport if it thinks this is necessary to make it easier for pupils to attend school. If the LEA considers transport to be necessary then it must provide it free of charge. There are several factors that an LEA should take into account when deciding if transport is necessary. We have set these out in this booklet.

The Act also gives LEAs discretion to pay all or part of a pupil's travelling expenses even if they do not have a statutory entitlement. This could, for example, be pupils who live within walking distance or who are under five.

The Act says that parents and guardians are responsible for ensuring that a child goes to school if he or she is of compulsory school age. It also specifies the distance a child may be expected to walk before the council becomes responsible for their transport (see below).

Walking distance:

The Education Act 1996 defines walking distance as two miles for a child who is under eight-years-old, and three miles for a child who is aged eight or over. North Lincolnshire Council uses these distances to establish whether pupils who go to their nearest suitable school are entitled to free transport.

We measure walking distance as the nearest available route between the home and school, along metalled roads, recognised footpaths and the like. Routes are measured from the nearest entrance to the house (e.g. front gate) to the nearest school entrance. Private driveways and farm tracks are not included in the calculation. An available route is the shortest one along which a child, accompanied by a responsible adult as necessary, can walk to school reasonably safely.

Parental preference:

A parent might decide to send their child to a school other than the local or nearest school that the Special Educational Needs (SEN) team considers suitable to meet their special educational needs. In such cases, the parent will have to make their own transport arrangements and pay for transport to the preferred school.

Is your child entitled to free transport?

Many pupils with statements of Special Educational Needs do not have special transport needs. Their entitlement to free school transport is the same as other pupils'. The policy we follow in assessing their entitlement is set out in the Home to School Transport Policy for Pupils of Statutory School Age.

The SEN team will ask the Education Transport team to consider the entitlement to free school transport of pupils who may need special arrangements. The following factors will be taken into account:

- Is the school the nearest suitable school that can meet the child's educational needs?
- Is the school within walking distance of the child's home?
- If the school is within walking distance, is transport necessary, for example because of problems of mobility; unsuitability of the walking route, or parents' individual, exceptional, circumstances?

If the school is the nearest suitable school, or the nearest school, and it is more than three miles from home, we will provide free school transport