



Edinburgh Primary School

Drop off and collection protocols

BEFORE SCHOOL

- Children in R/KS1 should not be left unaccompanied in the playground. Parents/carers should wait with them until the teacher takes them into the classroom from 8.50.
- Children in KS2 can be left in the playground before school but the playground is not supervised until 8.45.
- If children are in the playground before school frequently or for a significant amount of time the school will contact parents to ensure that children are safe.

BEGINNING OF THE SCHOOL DAY

- A hand bell rings at 8.50am in the playground as a signal for children to be taken into class. The register is taken soon after the children enter their class. Children are late if they arrive at the school gate after 8.55am when the electronic bell rings and need to enter the school via the office at the Queens Road entrance and register with staff at the 'late desk'.
- Entrance to the school is via gates in Queens Road and Kirk Road both of which lead into the playground. Staff are at the gates at the beginning of the day.
- The gates are locked at 8.55am and do not open again until 3.00pm. If parents/carers need to collect their child during the day they should come to the main school office. The outside gate in Queens Road is locked during the school day.
- For children's safety and school security if parents need to visit the school office at the beginning or end of the day (e.g. query about dinner money) they should not go through the school building but go out of the playground and through the main school entrance in Queens Road.
- Parents should contact the school office (from 8.00am) to report their child's absence if their child is too ill to attend school. If the school is not informed of a child's absence by 9.30 parents/carers will be contacted.

END OF THE DAY

- Children in downstairs classrooms will be dismissed from their classroom door. Children in upstairs classrooms will be brought to the playground by the teacher. Staff will stay with children until 3.25pm. If children are not collected by that time they will be taken to the office.
- Children in Reception classes must be collected by an adult.
- Children in KS1/Lower KS2 must be collected by an adult or competent person over the age of 14. Where there are exceptional circumstances and parents/carers would like a brother/sister younger than 14 to collect a child a meeting must be arranged with the headteacher.
- Children in UKS2 should be collected by an adult or a competent person over the age of 14 but may go home unaccompanied or with a person younger than 14 provided the school has written permission from the parent/carer.
- KS2 children cannot collect younger brothers and sisters as they are not over the age of 14.
- At the beginning of the year parents/carers are asked to specify in writing who may collect their child from school. Staff will only release children to people who have been specified. Copies of lists are given to class teachers and are also available on the school computer network. If there is change to circumstances parents/carers should let the school know.
- If an adult not on the list needs to collect the child at short notice parents/carers should contact the school office. Parents should contact the office as soon as possible to give staff sufficient time to inform the class teacher (before 3.00pm)
- It is important that parents keep school informed about who is collecting children and any changes.

- If a teacher is unsure about whether a person has permission to collect the child they will contact the office to check arrangements with the parent/carer.
- If parents are late collecting their child they should collect them from the office and will need to record the reason in the late collection book. If a child is repeatedly collected late a meeting will be arranged with a member of the SLT.

COLLECTION AFTER CLUBS/BOOSTER SESSIONS

- Collection after clubs/booster sessions will be the same as for the end of the school day except that children will be dismissed from the main school door by club leaders/assistants.
- Children who are not collected by 4.40 will be looked after by the member of the SLT on duty until the child is collected. If the child is repeatedly collected late they will not be able to attend club/booster sessions.
- From October half term to the end of the Spring term no child (including UKS2) will be allowed to go home alone from clubs due to the dark evenings.

November 2016