Dear Parents / Carers

Clarification of the School Policy around drop off and pick up procedures

Walking to School alone

- The school does not recommend that any child walks to school alone from Year 4 and below. We will call parents / carers to a face to face meeting to discuss the safeguarding implications of this occurring.

- Please remember that the school gates do not open until 8.20am.

- The school is therefore not responsible for your child until they enter the school building from 8.20am.

- If you have risk assessed your child’s journey to school and are happy for them to walk to school alone then please make sure that they do not leave home too early so that they are not waiting around outside the school before 8.20am.

- Also once on the school premises children are not allowed to leave again - they must come straight into the school building.

- Parents / carers are asked to keep themselves up to date with local news and discuss potential dangers / risks with their child. This should include what they should do if they are concerned / worried about something that happens to them on the way to school. Please also explain to them that they should always be vigilant and especially when using their mobile phone. If anything suspicious was to happen on the way then this should always be reported to the school or police.

Walking home alone

- No child is allowed to walk home alone below Year 5.

- Once in Year 5, children are able to walk home alone from the Summer Term of that school year as long as a permission letter and risk assessment is obtained from the school office, completed and returned.

- Only in exceptional circumstances will the Principal consider requests from parents to allow their child to walk home alone in Year 5 during the Autumn and Spring Term. The Principal may require you to attend a meeting to discuss this before permission is granted.

- Year 6 children are able to walk home alone as long as a permission letter and risk assessment is obtained from the school office, completed and returned.

- Parents / carers are asked to keep themselves up to date with local news and discuss potential dangers / risks with their child. This should include what they should do if they are concerned / worried about something that happens to them on the way to home. Please also explain to them that they should always be vigilant and especially when using their mobile phone. If anything suspicious was to happen on the way then this should always be reported to the school or police.
Collection by older sibling / relatives

- The school will not release any child to be collected by someone who is younger than **14 years of age**.

- Any sibling / relative collecting your child should be on the schools contact list. To add a new contact we will require your written authority and the form can be obtained from the school office.

- If we believe that someone has come to collect who is younger than 14 years of age then the child will be placed in After School Club until we have been able to contact the parent / carer and an alternative arrangement has been made.

Authorised collection of your child

- We understand that on occasion emergencies happen and that the nominated parent / carer may be unable to collect. If you wish someone other than an authorised and known school contact to collect your child in an emergency you MUST email the school office office@arkovalprimary.org before 3.00pm to provide the FULL name and contact number of the person collecting your child on that day. **You may provide a password if you so wish.**

- If you wish your child to be collected by someone other than yourself on a more regular basis then their details must be recorded on our school system as a known contact and someone who has permission to collect. A form can be obtained from the School Office to add a new contact.

- N.B If someone other than a known contact arrives to collect your child or we have not received the email notification in an emergency situation, your child will be placed in After School Club until contact can be made with a known parent / carer.

Late wait

- School finishes at 3.30pm.

- Late wait should only to be used in **unavoidable** circumstances.

- Parents / carers will be asked to sign their child ‘out’ on collection from Late Wait.

- If a parent / carer knows that they will be late collecting their child they are asked to inform the School Office as early as possible to avoid any unnecessary concern.

- If a parent is later that 3.50pm then the child will be placed in After School Club and the parent will be charged £20.00 as the session was not pre-arranged.

- If a parent / carer is persistently late to collect then they will be required to attend a meeting with the Principal.

Breakfast / After School Club

- The school requires at least 48hrs notice to add a child to the After School Club register for a particular day due to the need to make sure our staffing ratios are correct.

- Please make sure you have received confirmation that a space has been made available before sending your child to Breakfast or After School Club.

- Pick up from After School Club is no later than **5.55pm**.
Dismissal points at the end of the day

Please be patient when collecting your child at the end of the day. We ask that you form an orderly queue to the side of each door. Staff members will do their best to dismiss the children as quickly as possible while still making sure that they are keeping safeguarding as their top priority. This is made extremely difficult when parents/carers are not prepared to wait and block the door way and view of the staff members as they try to dismiss.

Reception – Classroom doors
Year 1 - Doors from Shephard building into front playground (lower hall, back of Kahlo class and door from slope)
Year 2 - Doors from Shephard building into front playground
Year 3 - Dining hall (second doors)
Year 4 - Dining hall (first doors)
Year 5 - Classroom doors
Year 6 - Back dining hall doors onto Cherry Orchard Road

If you have any questions or queries regarding the school policy in these areas please do not hesitate to contact us but please be mindful that at all times our primary concern is to safeguard our pupils.

Yours sincerely,

Karen Bramson
Deputy Head

Tel: 020 8688 3000
Email: office@arkovalprimary.org
Website: www.arkovalprimary.org