

# Delivery and Collection Policy – Junior School & Fiveways (including Early Years)

Reviewed by LD and EW: Feb 2018  
Review Date: Feb 2020



RYDE SCHOOL  
WITH UPPER CHINE

---

## Principle

Children are brought to, and collected from, Fiveways and Junior School by a parent or guardian.

## Practice

- ❑ Parents will ensure their child is taken to the correct classroom and is greeted by a member of the Foundation Team in the Foundation Stage and their teacher in Key Stage 1. In the Junior School children may make their own way to the classroom at the designated time.
- ❑ Fiveways and Junior School staff must be informed if anyone other than the parent or primary carer will be collecting a child. At Fiveways, permission for this pick up needs to be either in writing if it is a regular arrangement or by completing a "Pick Up" from the office on arrival to school. In the Junior School the office staff must be informed.
- ❑ On arrival in the Foundation Stage, the child will register their presence by finding their name and sticking it on the registration board. A formal register is recorded before assembly time in each classroom. The number of children present in the lower the Foundation Stage is then displayed in the central areas.
- ❑ We aim to ensure a child's introduction each morning to Fiveways is as stress free as possible. We achieve this by working with parents to encourage children to become integrated into a morning/afternoon settling in activity.
- ❑ In all year groups at Fiveways, a member of staff may need to talk to a parent about an accident or injury and ask them to sign the "Red Accident" book. When parents collect children, staff will record the departure of a child. In the Junior School, parents are informed of any other than very minor grazes by the school matron.
- ❑ If a child arrives late or is collected early then the parent must sign the child in/out at the office in both the Junior School and Fiveways.

## Late Pick ups

- If a child is not collected by 4.20pm at Fiveways, the teacher or the Head of Fiveways should telephone the contact number for the child and speak to the parent. Children will join Stay to Play with the duty TA. In the Junior School, pupils will be taken to prep to wait.
- If no contact can be made, the Head of the Junior School should be informed and the duty officer for Children's Services may be called at Social Services.
- In the Junior School if a pupil is not collected by 5.00pm they are brought to the school office. If parents have not arrived to collect by 5.10pm they will be contacted and a member of the SMT will wait with the child until the parent's arrival.