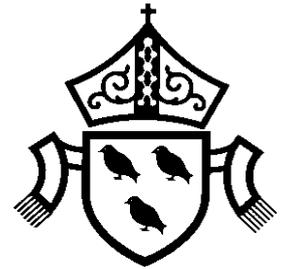


St Thomas of Canterbury Church of England Infant School

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Arrival and Collection Policy

The safe arrival and collection of all children in St Thomas of Canterbury Church of England Infant School is of paramount importance to all Governors and staff.

Arrival Procedure

Parents/carers will bring their children to school for entry into the classroom through the playground door at the appropriate times:

Reception	8.45am
Year 1 and Year 2	8.55am

Parents/carers will wait with their children until either the classroom door opens or the bell has been rung.

If it is raining heavily the Headteacher or Deputy Head will decide that the classroom doors should be opened early and parents may then send their children into their classrooms before the school bell has rung. This is not always possible if a number of teaching staff are involved in meetings before school.

Children will not enter the classroom unless the teacher is there to receive them.

Late arrivals must come to the office to register their attendance.

If a child is distressed on entering school, the parent should bring them to the school office.

Any child with an injury (e.g. stitches, or limbs in plaster) should be seen by the Headteacher who will advise the parent as to whether the child may stay in school. If a child arrives at school having been sick the previous night they must go home.

Collection of Children

Parents/carers will collect their children from their classroom through the playground door at the appropriate times:

Reception	3pm	
Morning only Reception children	12noon	(this option is chosen by the parents)
Year 1 and Year 2	3.15pm	

Each child must be collected by their parent/carer or an adult (e.g. regular childminder or another parent) who is known to both the school and the child. Prior notification of this arrangement should be given to the classteacher or school office. These arrangements are listed in each individual classroom by the classroom door.

If an adult presents themselves at the classroom door and is not recognised by the teacher (e.g. an after-school club representative or unknown adult), the children may not leave the classroom, and the adult must go to the office to enable their authorisation to be checked.

Parents must notify the school if there is to be a change to the routine arrangements.

Anyone from an outside agency (e.g. Social Services or after school clubs) who is collecting a child must make themselves known at the office to both the Headteacher or Deputy Head and office staff and present their official identification badge.

Uncollected Children

Any child not collected at the end of the school day must be brought to the office, for the office staff to contact the child's parents/carers.

If a child is uncollected, the Headteacher or Deputy Head will do everything possible to locate the parent/carer.

If this cannot be done the Headteacher or Deputy Head will contact Social Services or the Police.

23 April 2012

Review: Summer 2015