

## Non-Collection of Pupils Policy

This policy applies to all pupils at Mayfield Preparatory School, including all pupils in the Early Years Foundation Stage.

This policy is designed to give staff guidance in the rare cases that a pupil is not collected at hometime by a parent/carer.

### Hometime – Main School

Gates opened at 3.00pm to allow access for parents

All pupils from Kindergarten up to Lower III are collected by parent/guardian at 3.30 pm from the courtyard accessed via the Kindergarten, door by the staffroom or Millennium Block door.

Pupils inform staff that they can see parent so staff aware they are leaving

Staff take pupils to the courtyard and ensure that all pupils are collected by the appropriate adult

After 10 minutes pupils who are left wait with teacher on duty

Parents must notify the school office if their child is being collected by a non family member. Details are entered in the dismissal book which is collected by duty staff. The person collecting the child will then sign the dismissal book. If the office has not been notified and a non-family member arrives to collect the child, then the parent/guardian must be contacted immediately to gain their permission for the non-family member to collect the child and then he/she must sign the Dismissal Book.

Cars may not be brought down the school drive.

Any pupils collected by taxis need to supply written request from parent to Headmaster. They wait on landing and are collected by taxi driver under supervision of member of staff on duty. ID required.

Pupils who remain after 3.45pm are supervised by the teacher on duty until 4.00pm, then parents are contacted to arrange pick up of pupil. The pupil is then handed over to the care of the Head, Deputy or After School Club until parent/guardian picks up pupil.



Pupils who attend after-school clubs should be collected from the foyer of the Art/Science building. Parents may wait here when the weather is inclement.

If a pupil is due to be collected at 4.45pm or 5.45pm from After School Club and has not been collected, then parents must be contacted to arrange pick up. If parents or emergency contact cannot be contacted, then Headmaster or highest ranking member of SMT should be notified. Social services will then have to be contacted to take charge of the pupil and attempt to return to parents/guardian.

### Hometime - Nursery and Pre-Nursery

Pre-Nursery and Nursery pupils are picked up by parent/guardian at 3.15pm from Nursery and Pre-Nursery classrooms

Pre-Nursery and Nursery pupils are collected by their parent from the class carpet. Member of staff on the exit door

Pupils have sight of parent before they leave through the door

Up-to-date list in every classroom detailing how the pupils are to go home and with whom. Reviewed each year and maintained with up to date contacts when parents make any changes. All changes are made in writing.

Parents must notify the school office if their child is being collected by a non family member. Details are entered in the dismissal book. The person collecting the child will then sign the dismissal book. If the office has not been notified and a non-family member arrives to collect the child, then the parent/guardian must be contacted immediately to gain their permission for the non-family member to collect the child and then he/she must sign the Dismissal Book.

Pupils who remain after 3.30pm are supervised by the teacher on duty until 3.45pm, then parents are contacted to arrange pick up of pupil. The pupil is then handed over to the care of the Head of Nursery, Head, Deputy or After School Club until parent/guardian picks up pupil.

If a pupil is due to be collected at 4.45pm or 5.45pm from After School Club and has not been collected, then parents must be contacted to arrange pick up. If parents or emergency contact cannot be contacted, then Headmaster or highest



ranking member of SMT should be notified. Social services will then have to be contacted to take charge of the pupil and attempt to return to parents/guardian.

**Under no circumstances will staff go out to look for parents/carers or take the child home or take the child to their own home.**

Reviewed on: February 2018

Review date: February 2021

Head Teacher : Matthew Draper

Chair of Governors : June Aubrook

