

Al-Noor Primary School

Pupil Collection Policy

1 Introduction

- 1.1 Al-Noor Primary School takes great care over pupil Health, Safety, Welfare and Safeguarding responsibilities. The school believes that meeting pupils' basic needs is a prerequisite to teaching and learning.
- 1.2 All staff members and trustees at Al-Noor Primary have worked hard to build a safe, secure school and school routines and procedures that promote pupil welfare and well being.
- 1.3 This is in accordance with the school's ethos that values each pupil as individuals that have been entrusted to us by their parents. Staff members feel personally accountable to Almighty Allah for the safety, welfare and progress of each school pupil and are aware of the gravity of their legal duties.

2 Procedure

2.1 Parental Authorisation Form

- 2.1.1 On enrolment of any pupil a form requiring parental appointment of adults to collect their children is sent home. This form is called the 'parental authorisation form'.
- 2.1.2 These forms are kept by the school office staff and the data is used to produce a class grid of adults with parental authorisation to collect their children at home time each day.
- 2.1.3 Only the adults named on the grid are allowed to collect a child.

2.2 Unauthorised Collection

- 2.2.1 Should someone not on the grid arrive to collect a pupil, the school office is asked to ring the pupil's parents to ascertain why this is so or receive permission to release the child as needed.
- 2.2.2 From time to time parents need to give authorisation for a new adult to collect their child. They are asked to ring the school if the period of notice is short to ensure class staff members are notified of the change. They will not release the pupil otherwise.

2.3 New 'collector'

- 2.3.1 From time to time parents may need to update the authorisation form to include a new adult. They are asked to attend school and visit

the school office to do this. The details are then passed on to class staff to add to the class home time collection grid.

2.4 Home time collection expectations

2.4.1 School ends at anytime from 3.00pm to 4pm, depending on class and scheduled after-school activities. Parents will be informed at the start of the year and during the course of the year of any activities that their child or his/her class partakes in.

2.4.2 Class staff members are also asked to only release younger pupils when each adult has approached the home time exit point to collect a child, to ensure each child safely reaches the intended adult.

2.4.3 Parents and carers waiting to collect children are asked to wait in the playground actively supervising any children they have already collected. The school will not take responsibility for any accidents or incidents occurring after school hours involving children who have been collected and in the care and responsibility of a parent or guardian.

2.4.4 Carers must be over the age of 16 in order to collect a child, however siblings over the age of 12 will be permitted to collect younger siblings if they are known to the school and deemed mature enough to take responsibility for them.

2.5 Collection before Home time

2.5.1 If a parent or carer arrives to collect a pupil before home time, evidence of the need to take the child early, such as a medical appointment, is required. Parents and a school representative will need to sign a form signed to release the child.

2.6 No-show

2.6.1 Pupils who are not attending an after-school club and scheduled to be collected at the usual time but have not been collected by 3.05pm are taken to the 'Late Room', the ICT room, to be supervised by a member of staff whilst they wait for their parents or carers to collect them.

2.6.2 Parents should call the school to explain their late arrival. However if circumstances have prevented this from happening, a school staff member contacts the parents of such children, using the contact information they previously supplied to the school.

2.6.3 If parents are not contactable and have not arrived by 3.30pm the contact information parents supplied to the school are used to contact their two prescribed 'emergency contacts'. If these are not contactable then Social Services will be called.

2.6.4 A register of 'latecomer' parents is kept in the school office on which staff members supervising late collection note parent/guardian arrival times.

2.6.5 Staff members remind parents about the importance of punctuality upon their arrival. Frequent late arrival results in a letter sent home and subsequently a meeting to address the problem.

2.6.6 Frequent late collection of pupils from after-school activities will result in the withdrawal of pupils from the activity.

3 Monitoring & Review

3.1 In the first instance it is the responsibility of both the headteacher and the deputy headteacher to ensure the implementation of this policy. Both of these staff members are also Designated Safeguarding and Health & Safety Leads.

3.2 It is the responsibility of the Education Committee of the Board of Trustees to monitor the implementation of this policy.

3.3 This policy will be reviewed once every four years or sooner as legislative changes necessitate or better practise emerges.

3.4 Review Date: November 2021

Signed on behalf of the Board of Trustees by: _____

Signature: _____ **Date:** _____

Version History

Version Number	Date
PCP.18-19.1	19/11/18