



Drop-off and Collection Policy Guidelines

Staff Responsibility

1. Class teachers and teaching assistants are responsible for the orderly dismissal of students from their classrooms.
2. Class teachers and teaching assistants must ensure that students' leaving arrangements are **safe**.
3. Teaching staff/Admin staff will not allow children to leave with unknown persons, or other parents without prior knowledge of the arrangement.
4. Late drop off/collection will be monitored by school staff. Allowances will be made in justifying circumstances only such as doctor's appointments and school assessments.
5. Children still in class at 12:45 pm will be reported to admin staff so their parents can be contacted.
6. If parents contact the school to inform them that they have been delayed due to unforeseen circumstances, then parents are asked to try and make alternative arrangements. Children will remain in class until 1:00 pm and/or join the late pick-up club after 1:00 pm until their parents arrive.

Parent Responsibility

1. Parents should ensure that their children arrive at school between 07:00 -7:30 am.
2. Parents must pick up their children at 12:30 pm promptly or promptly at 1:30 pm if their children attend the late pick-up club.
3. Parents must inform the school if their child is being collected by another relative or friend as the school will not release children if they do not have prior consent from a parent. A copy of the other individual's QID must be submitted to admin before collection.
4. When parents/guardians receive their children, it is their responsibility to supervise their children as they leave the school site. The school takes no responsibility for accidents incurred on the school equipment after handover.

All late drop-off and late collections will be monitored and logged and where applicable the late drop-off and collection protocols will be implemented. (See below)

Drop-off and Collection Responsibilities

All children must come to school on time (07:00 am - 07:30 am) through the main gate, accompanied by an **adult**.

Duty staff will supervise students on the premises from 07:00 am. Gates will open, and children will be allowed into school at this time.

Late Arrivals: Children arriving after 7:45 am will be marked late and will be monitored if late arrival is more than once in a term. The following protocols will be followed:

- Step One: Late arrival more than once in an academic term - Parents are informed by the class teacher.
- Step Two: Late arrival continues – The school admin will contact the parents and send an email informing them of the school policy and protocols.
- Step Three: Parent meeting with the Curriculum Coordinator and class teacher.

Collections: School ends promptly at 12:30 pm.

1. Teachers will dismiss their children from their classrooms, into the charge of a recognised parent, carer or responsible adult.
2. If a child is not collected by 12:45 pm or on more than one occasion in an academic term, the school's protocols will be implemented:
 - Step One: Parents are informed by the class teacher.
 - Step Two: Late arrival continues – The school admin will contact the parent and remind them parent of the school policy and protocols.

Late pick-up Club

1. The club staff have the responsibility to ensure that all attending students are handed over to the agreed recognised responsible adult after their session has finished.
2. In no circumstances will children be left alone to wait for their parents. If parents do not pick up promptly at 1:30 pm, club staff will contact the parents and ensure that children are picked up.
3. If a child is not collected by 1:30 pm or on more than one occasion in an academic term, the school's protocols will be implemented:
 - Step One: Parents are informed by the club staff.
 - Step Two: Late arrival continues – The school admin will contact the parents and remind them of the school policy and protocols.

Procedure for Early Collection of Students

The school strongly discourages disruption to the school day due to early pick-up from school. However, the school recognises that at times, students may need to attend appointments (including medical appointments).

Whenever students need to be collected before their formal dismissal time, parents/carers must provide prior notification to the class teacher or admin staff. This is to ensure that the class teacher is notified and therefore has sufficient time to prepare for dismissal.

At the time of early collection, parents/carers must report to the admin reception area. Parents/carers are kindly requested to wait in the admin reception area for their child to be collected and handed over by an admin staff from the class.

Monitoring and Review

A copy of this policy is available to all staff and parents. Parents will be made aware of this policy when their child is admitted to school.

