

All Saints C of E Infant School & Nursery
Procedure for collecting children at the end of the day

Reception

- Parents are asked to wait outside under the glass canopy and Reception children will be brought to the front entrance. They will wait on the benches in the porch until the class-teacher calls them to the door.
- Each child will be handed over to their parent by the class-teacher or by the member of staff in charge on that day.
- If a parent is unable to collect their child they must inform school either in person or by telephone, giving the name of the person who will be collecting their child.
- Only people listed on the contact details form will be able to collect the child.
- When the nominated person arrives at the door they will be asked to give their name, address and telephone number to the class-teacher who will check these against the sheet in the file.
- If the details do not match or the person's name is not on the form we will then telephone the parent.
- If you find there is a time when you require someone not on this list to collect your child, you **must** contact school on that day, giving a password for the person to use when picking up the child.

Years 1 & 2

- Parents wait outside in the playground and the children will wait in the classroom until the class-teacher calls them to the door.
- Each child will be handed over to their parent by the class-teacher or by the member of staff in charge on that day.
- If a parent is unable to collect their child they must inform school either in person or by telephone, giving the name of the person who will be collecting their child.
- Only people listed on the contact details form will be able to collect the child.
- When the nominated person arrives at the door they will be asked to give their name, address and telephone number to the class-teacher who will check these against the sheet in the file.
- If the details do not match or the person's name is not on the form the child will be taken to the office and we will then telephone the parent.
- If you find there is a time when you require someone not on this list to collect your child, you **must** contact school on that day, giving a password for the person to use when picking up the child.

Nursery

- Parents come into the Nursery and the children will wait in the quiet room until the class-teacher calls them to the door.
- Each child will be handed over to their parent by the class-teacher or nominated member of staff.
- If a parent is unable to collect their child they must inform school either in person or by telephone, giving the name of the person who will be collecting their child.
- Only people listed on the contact details form will be able to collect the child.

- When the nominated person arrives at the door they will be asked to give their name, address and telephone number to the class-teacher who will check these against the sheet in the file.
- If the details do not match or the person's name is not on the form for the child we will then telephone the parent.
- If you find there is a time when you require someone not on this list to collect your child, you **must** contact school on that day, giving a password for the person to use when picking up the child.

Thank you for your support in this procedure, we are sorry for any inconvenience that this may cause, but it is essential that we safeguard the children in our care.

Tina Keeling (Headteacher)