

Fleetville Junior School



School Collection Policy

September 2024

This policy is a statement of the procedures followed at Fleetville Junior School for the collection of children to ensure their safety.

Procedure for children who are collected from school by an adult

At the end of each day, each class will be lined up as shown in the images below. Parents will wait in a designated area and then approach the class teacher to collect the child. Until familiar to the teacher, adults will be asked to give the collection password before releasing the child. If you haven't set a collection password, please contact the school office.

Parents must inform the school in the event of any circumstances in which someone has a restriction placed on them in respect of legal access to their child.

Procedure for children who travel independently from school

For children with sufficient maturity, parents can give consent (via arbor) for their child to be allowed to travel home from school independently. If you wish for your child to travel home independently, please contact the school office so that they can update your child's Arbor record.

If the school feels that there are safeguarding concerns regarding a child travelling independently, parents of that child will be asked to come into school for a meeting with a member/s of the SLT to discuss these concerns.

Speaking with your child's class teacher

We appreciate that at times, you may want to speak with your child's class teacher and they will of course be very happy to facilitate this. In the interests of safely dismissing all children, we ask that parents wait patiently until teachers have safely dismissed all children in their classes before trying to enter into a conversation with their child's class teacher. Thank you for your cooperation with this.

Mobile phone use on the school premises

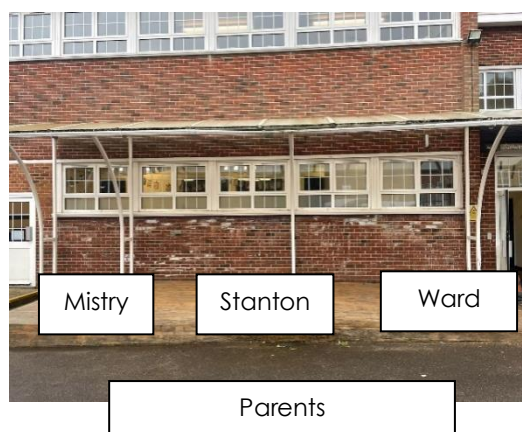
As part of our efforts to support parents with the smartphone free childhood movement in StAlbans, we have taken the decision to make our school site a phone free site.

We all recognise the difficulties parents and children face in managing smartphone use, particularly with the risks associated with social media and internet access. The school is committed to supporting parents in the dialogue about delaying smartphone access for children. We will continue our efforts to educate both parents and students on these risks and emphasise the importance of adhering to age restrictions and limiting access to online platforms.

We kindly ask parents not to use their mobile phones while on school grounds to support our drive to delay children's access to smartphones.

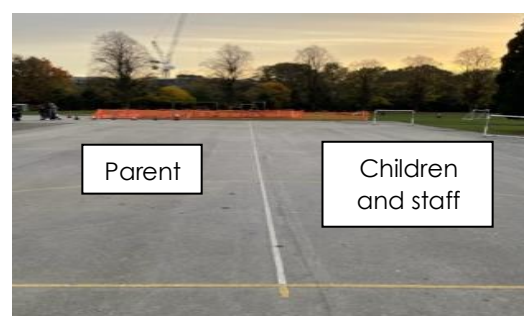
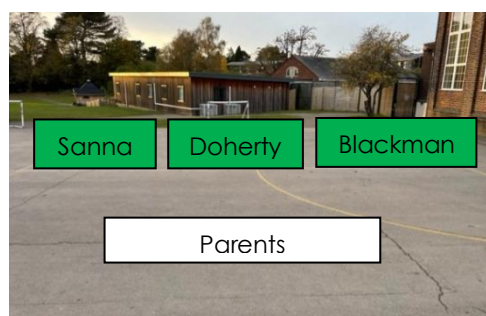
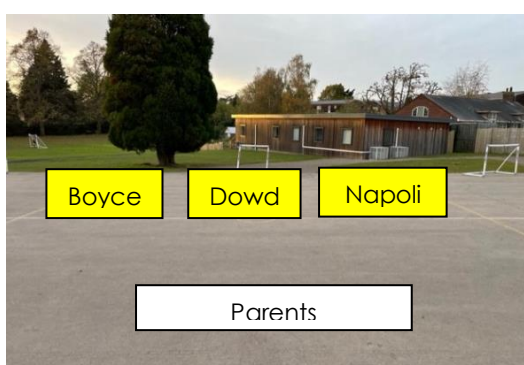
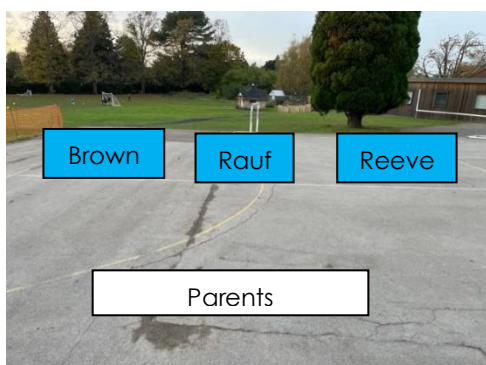
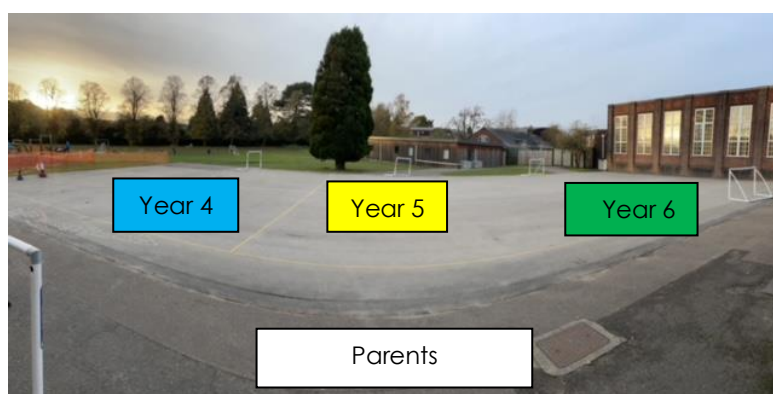
Mobile phone agreements are on Arbor and clearly state this – we ask all of our parents to sign this agreement.

Year 3 Collection point - Outside the Year 3 door



Parents are asked to wait in the pencil playground and approach class teachers by the decking area in an orderly fashion.

Year 4, 5 and 6 Collection points - Main playground by the gym



Parents are asked to wait on the main playground behind the white line and approach class teachers in an orderly fashion.

Procedure for children who are not collected on time

If a parent is not able to collect their child as planned, they must inform the school office as soon as possible so that we can make necessary arrangements to look after their child until an authorised adult arrives. Teachers will remain at their collection point with children until 3:40pm.

If a child has not been collected by this time, they will be taken to the school office and a phone call will be made to parents. Should the school be unsuccessful in contacting the parents, the school will attempt to contact the next person in the child's contact information. All information regarding normal collection routines will be checked by the class teacher and school office or member of SLT.

The child will not be allowed to leave the school with anyone that is not able to give the child's password. A child who is not collected by 4pm will join the schools' after school care facility (FACES) for which a charge maybe payable.

Procedure for uncollected children

If there is no contact from the parents or nominated carers after an hour, or at the published end of the school's after school care facility, the school will apply the procedures for uncollected children (see below).

If there are serious concerns that a child has not been collected, the local authority Children Services Department will be contacted.

The child will stay at school with two members of staff, one of which will usually be a member of the school's Senior Leadership Team. The Headteacher will also be informed if not on site.

Staff from the school will not look for the parent, take the child home, or take the child to their own home.

If contacted, Children's services will aim to find the parents or a relative and, if they are unable to do so, the child will be admitted into the care of the local authority.