



St. Oliver Plunkett Primary School

DROP OFF & PICK UP POLICY

Drop off & Pick up Policy

Ensuring that children arrive and leave safely is a prime concern for us all. Please read the following guidelines.

Collecting and dropping off children safely

- For children arriving for breakfast club, they should use the main school entrance. Children should arrive from 8.15am onwards. There is no supervision available before this time.
- For children (P.4-7) arriving for the start of the school day, they should arrive from 8.50am onwards, entering through the main school entrance.
- P.1-3 should arrive from 8.50am onwards, entering through their cloakroom door.
- The side gate into the school grounds will open at 8.15am.

At the end of the school day the children (P.3-7) will be dismissed from the gates by their class teacher.

P.1&2 children will be dismissed on the arrival of a parent, guardian or carer at 2.00pm. The door into the cloakroom will remain locked until 2.00pm.

The side gate will be opened at 1.55pm to facilitate this pickup time.

Children in P.1-3 must be collected by a responsible adult.

Please ensure that we have the details of any person who may collect your child.

Walking, scootering and cycling

- Adults must supervise children (P.1-3) on their journey to school and at the school gates.
- Adults should keep all children close by at all times and ensure they stay on the pavement.
- Children and parents are asked politely to dismount from bicycles and scooters within the school grounds.
- Scooters and bikes can be stored in the bike and scooter parking area.

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- Adults should ensure all children walking and scootering to and from school are aware of basic road safety.
- Children cycling and scootering to and from school should wear a cycling helmet and use a bike/scooter that is checked regularly.

If extended family members are attending school activities, please ensure they are aware of these guidelines. Thank you for keeping our school safe.

Cars

We politely insist that cars do not drive into the staff car parking area. We know this helps to keep our children safe. The area outside of the school gates or the chapel carpark should be used to facilitate drop offs. *Disabled drivers and parents with disabled children should let the school know if they need to park in the front of the school.

Drop Off & Collection Procedures

- Children (P.1-3) should be dropped off in person, at school, and children should not arrive at school before 8.50am unless they are attending Breakfast Club.
- Children (P.1-3) must be collected in person and will not be allowed to leave school unaccompanied.
- A staff member will dismiss the children from the gates (P.3-7) and/or the classroom (P.1-2), acknowledging the adult collecting the child.
- The person collecting the child must be able to take responsibility for that child and should not be under 16 years old.
- Only parents, guardians or carers can collect children, unless specific information has been given to staff for a one-off collection.
- It is a parent's responsibility to keep this information up to date.
- Parents with specific information on any person who must not have contact with their child should inform the school of this in writing.

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- Parents are reminded that any information relating to the collection of their child, or changes to contact details, must be given to the school immediately.

When an Unknown Person Attempts to Collect a Child

- If a person who is not known to school attempts to collect a child: the child will not be released from our care without us being able to verify who the person is that is attempting to collect your child.
- We will contact those with parental responsibility on our contacts list, to ascertain if it is acceptable for this person to take the child.
- The child will only be allowed to leave if one of these adults confirms that it is allowed.
- If no contact can be made, the child is to remain in the school until a contact can be made.

Monitoring and Evaluation

The Principal will review this policy statement annually and update it, in consultation with the school governors.