



KING FAHAD ACADEMY

SCHOOL DROP OFF AND PICK UP POLICY

Reviewed: January 2021

Next Review: January 2023

Reviewed by: Primary Pastoral Deputy Head

Approved by: Director General

SCHOOL DROP OFF AND PICK-UP POLICY

For all issues related to drop off and collection of pupils at the King Fahad Academy, please refer to this policy.

ARRIVAL

In the interests of safety, parents delivering and collecting their Pupils by car, are asked to respect the parking restrictions at the school and not to stop on the yellow lines. Please also park in consideration of local residents, not parking up kerbs/blocking driveways etc.

All Pupils must be in school by 8.45 am – Doors will be closed at this time and as parents, it is your responsibility to be on time. The impact of lateness is not just on your Pupils but also on all the others in the class when lessons are interrupted by late Pupils.

No child must be left unattended on or around the school premises until security staff open the gates / doors at 8.30am. The school will not be responsible for Pupils dropped off without supervision before this time.

LATE PUPILS

The Attendance Officers will monitor lateness. They will offer support where appropriate. However, parents who persistently drop Pupils off late despite support from school will be referred to Ms Hania the schools Deputy Head for pastoral issues.

CLOSING

Staff in primary will release Pupils at 3.40pm from their respective doors to a responsible adult that is known to school.

Years 1- 3 Pupils will only be released to a sibling over 16 years of age.

Years 4 - 6 Pupils may be released to a sibling in Upper.

Class Teachers are responsible for the orderly dismissal of pupils from their classrooms in both the Primary and Upper section.

Class Teachers must be sure that pupils' leaving arrangements are SAFE at all

times Class Teachers will not allow Pupils to leave with unknown persons.

Pupils in Years 5 & 6 are only allowed to walk home alone with written permission from parents and agreement from the school Headteacher that it is appropriate and safe to do so. The Headteacher will consider location of house from school, roads that will need to be crossed, any special needs the Pupils might have, the time of the Pupils leaving school – for example in the winter it is dark after extra-curricular activities.

Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent on or before the day.

Where a person other than a child's parent is collecting a child from school – school expects to be informed in writing.

Pupils in the primary section will not be allowed to leave the premises unless they are accompanied by a known adult. Parents must inform the class teachers of any changes to adults who will be picking up their child when they drop them off. If this is to be a regular practise, then it must be put in writing so that all staff are aware. Where a different to the usual person is sent to pick up a child – school needs notification as well as they will not release a child to an unknown adult or to another parent. If an unknown adult or another parent comes to collect without school being informed in advance and we cannot contact parents – the child will be placed in a Kids Club until we can contact parents.

CARPOOL / RIDE-SHARE

The school does not endorse the use of any ride-share for collection of children and does not screen drivers or their vehicles. If you as a parent decide to utilize a ride-share for carpool purposes, then the school has no liability for any risks or consequences of that decision. When filling out the authorization to allow your child be collected after school, please indicate that they will be collected via a carpool arrangement, and "ride-share" should be mentioned specifically if that is the case. When utilizing the services of a ride-share company, please ensure that their terms of service does not explicitly prohibit minors from riding without an adult. It is your responsibility to research various companies and their practices and procedures in order to decide what is best for your children.

LATE COLLECTIONS

Parents are to drop off / collect Pupils (or arrange for this to happen) punctually – if parents are late then the Pupils will be placed in the waiting room under supervision until they are picked up. Please note that there is an expectation that you collect promptly at 3:40 (or 4:30pm if your child participates in a club). Whilst we recognise that occasions may arise where parents are delayed through no fault of their own e.g. traffic jams etc. Pupils that are not collected on time will be placed into Kids Club and parents charged according. There may be a charge for this.

If your child is consistently picked up late from their club activity (3 strikes principle) they will consequently be removed from it and excluded from any future club activities until further notice. Late collection is monitored by Ms Hania.

Parents are encouraged to call the school and inform them if they are going to be late to avoid causing their child undue distress.

In the event of a child not being collected from school and school not being able to contact parents/ emergency contacts, after 60 minutes the school will follow its child protection procedures and the police and social services will be informed.

The H&S and Safeguarding committee meet on a termly basis and if you have any issues that you feel they need to be made aware of, they ask that you let school know via an email to the Schools Public Relations Officer.