



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

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Child Collection Policy

Document Control

This policy has been approved for operation within	Manchester Muslim Preparatory School
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Owner	MMPS

Child Collection Policy

Your child's well-being is of great importance to the staff at the school, therefore procedures for collecting children are followed to ensure your child's safety. No child will be released from our care if staff is not informed of the person collecting the child.

Safe Collection

School finishes at **3.15 pm** for EYFS (Nursery & Reception)

School finishes at **3.30 pm** for KS1 and KS2 (Year 1 to Year 6)

Children in Nursery class wait inside their classroom and Reception children in the Reception playground and are handed over individually to their authorised adult. All pupils from Year 1 to Year 6 line up in the designated area with their class teacher and must be collected by the authorised adult from the class line.

Once a child has been handed over to the responsible adult, they are no longer the responsibility of the school. We ask parents/carers/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

As part of our safeguarding procedures, a child can only go home with the usual person who collects the child. No child will be sent home with another person without the school receiving at least verbal permission from a person with parental responsibility. If someone different is collecting, the class teacher or admin office *must be informed beforehand*. We will not send a child home with someone else, even if that person is known to the staff member/school *or s/he knows the correct password*, unless this has been communicated to the class teacher first. The class teacher will be responsible for ensuring that they share this information if someone else will be sending the child home.

If someone different is collecting a child, and the teacher does not already know this person, staff will ask for a password as a way of being able to identify them. This information is collected as part of the admissions process and/or as part of the yearly annual data update/collection process. If a parent contacts the school admin team during the day to inform that someone else is picking up the child, the member of staff who takes the message is responsible for ensuring that a password has been recorded (BROMCOM) or requesting a password where one does not appear.

If a message is given to a member of the admin team during the school day, it may not be possible for the message to be given to the class teacher before it is time to go home. In these circumstances, class teachers will bring the child and the person collecting them to the school office (once all the other children have been dismissed) for clarification of this before sending the child home.

Collection from School during School Hours

Parents/carers should ensure that routine appointments, e.g. to see the dentist or doctor, are made during the school holidays or after school. If your child needs to attend appointments during the school day, evidence of the appointment/s should be provided to the school office prior to the appointment day, wherever possible, so that this can be recorded. If class teachers are shown evidence of an appointment, they will either make a note on BROMCOM or email admin who will add the information on their behalf. When coming to collect your child to attend an appointment, parents/carers/carers who have not provided evidence beforehand will be asked for evidence to validate the reason for the child to be collected from school during the day. Evidence could include a hospital letter, an appointment card or a text confirmation/reminder.

Admission information

When your child starts at the school, you will be asked to fill in some information about your child. We will ask for details about the person/people who will be collecting your child. This information can then be used to identify the designated person(s).

You will be asked to complete a password form. It is important that this form is given to the school and that only the people you wish to collect your child know the password.

Suitable person / Identification of Individuals

It is the policy of the school that no person under the age of 16 years can collect a child from the school during the day.

Infant children (those in Nursery, Reception, Y1 and Y2) may **NOT** be collected by other brothers or sisters in school. They should be collected by an authorised adult.

Other safety issues

Parents/carers are responsible for ensuring that their children do not access or use any areas of the school site that are prohibited. This includes playing on any outdoor playground equipment such as climbing frames and other equipment in the nursery play area. This equipment is only permitted to be used by pupils of the correct age during the school day and under appropriate supervision.

For all children's safety no football should be played on the playgrounds after school and children are not permitted to use bikes, skates or scooters etc. on the school site.

Extra-Curricular Clubs Arrangements

Please note that **ALL** children will need to be collected promptly by an authorised adult if they are staying late at school for after school clubs.

Communication

As always, good communication between home and school is vital so please let us know ASAP if there are any changes to your normal drop off and collection routines.

When Children are not collected

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon as possible to notify us that you may be late. If we receive no such message, the following procedure would be followed:

1. The child will remain with their class teacher/TA until their adult arrives.
2. If their adult is late (after 3.45pm), they will return into the building with their teacher and wait near the office while the staff try to contact parents/carers/carers.
3. Messages are checked to see if there are any changes to the end of day arrangements
 - i. Parents/carers/carers are contacted at home or work
 - ii. If this is unsuccessful other authorised adults are contacted
 - iii. In the meantime the child will wait at the main office entrance under adult supervision

Where NO authorised adult can be contacted.

- After 30 minutes the child(ren) will be supervised by someone of the admin team.
- If the child(ren) has/have not been collected after one hour, (4.15pm / 4:30pm) and no contact has been made or arrangements agreed we will follow our Child Protection Procedures and contact the Local Safeguarding Team.

- The Safeguarding Team will aim to locate the parent/carer or relative. If they are unable to do so, the child may be placed into the care of the Local Authority.
- The school will deliver a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child.
- A full report of the incident will be written and placed in the child's school file.

Following a Late Collection

- All late collected children will be recorded in the school late registers by admin staff.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents/carers.
- Where children are collected more than 15 minutes late from a school-run afterschool club (e.g. Quran) on 2 occasions they will automatically lose their place at that club.

APPENDIX 1

DROP OFF & COLLECTION

Dropping off Children in the morning

MMPS Breakfast Club

Parents whose child/children attend the breakfast club, can get access to school from 7:45am. They must ring the buzzer at the main gate**, accompany their child/children to the breakfast club and hand them over to the member of staff on duty. Parents must ring the buzzer at the main gate again** when leaving; office staff will open the gate.

****Security:** Parents ***must close the main gate at all times**, i.e. after entering and after exiting.

Children who do not attend breakfast / morning clubs

The caretaker will open the gates (main – and side gate near nursery) at 8:40 am and parents/carers can drop off their children in line with timings and access gates set out in the table below:

Classes	Drop-Off	Access Gate	Buiding Entrance Route to classroom	Collection Time Access Gate
Nursery	8:50 – 9:00am	Side Gate near Nursery	<i>Nursery ramp</i> Straight into Nursery classroom	3:15pm Side Gate
Reception	8:50 – 9:00am	Main Gate from staff car park	<i>Reception playground gate</i> Through playground stright into Reception classroom	3:15pm Main Gate
KS1 (Y1 & Y2)	8:40 – 8:50am	Side Gate near Nursery	<i>Back door</i> Straight to classroom	3:30pm Side Gate
KS2 (Y3, Y4, Y5 & Y6)	8:40 – 8:50am	Main Gate from staff car park	<i>Enter via dining room</i> Up main staircase straight to classroom	3:30pm Main Gate

Children will go straight to their classrooms.

Children who arrive late

KS1 and KS2 (Year 1 to Year 6)

Access doors to the building will be shut at 8:50 am for pupils from KS1 and KS2. Pupils arriving after 8:50am will be directed to enter the building via the main front door by staff on duty where admin will record their name in the 'Late Register'.

EYFS (Nursery & Reception)

Both access gates to the playground will be shut at 9:00 am.

All Pupils

Pupils arriving after 9:00 am must be accompanied by an adult to the main gate (via staff car park) where parents need to ring the buzzer and wait for admin staff to open the gate. We ask parents/carers who arrive late to accompany their children to the main front door where they can be handed over to a member of the admin team. Children will be registered in the school's 'Late Register' and then go to their classroom.

We ask parents/carers to accompany their children into the foyer only and not into the main school building.

Security / Health & Safety: Parents are not permitted to park in the staff car park.

Collecting Children after school

School finishes at **3:15 pm for Nursery and Reception** and at **3:30pm for Year 1 to Year 6.**

Nursery and Reception children who have older siblings can be collected with their older siblings at 3:30pm.

Nursery Children wait inside their classroom and are handed over individually to their authorised adult.

Reception Children wait in the Reception playground are handed over individually to their authorised adult.

Year 1 line up along the Nursery sidewall.

Year 2 line up in in the Nursery sheltered area.

Year 3 – Year 6: Will line up in their designated area in the main playground and wait to be collected.

Extreme weather conditions

Reception and Year 1: Parents/carers collect their children from the classroom, using the front entrance. Parents/carers are requested to leave the building via the front entrance as soon as they have collected their child.

Year 2: Line up outside under the nursery outdoor play area shelter and wait to be collected from parents/carers there.

Year 3 to Year 6: Children line up in the dining room and are sent to their parents/carers who are requested to wait in the playground.



APPENDIX 2

Password Request
Home Arrangements
ACADEMIC YEAR 2020 - 2021

We want to ensure that we are confident in knowing that every single child in our care has safely left the school premises.

We are therefore using a password system for each child. This password system will be used if a child is not going home with the usual adult who collects the child.

If another person is collecting your child, you must inform the class teacher or admin office, at least verbally, beforehand. The collecting adult must then quote the password for your child to be handed over. A child cannot be handed to the collecting adult unless this has been communicated to the class teacher first, even if the password is known.

Please provide a password on the form below and ensure that you inform anyone who may be collecting your child from school.

Until the password system is set up, we ask you to inform your child's class teacher or admin office verbally or in writing if another adult is collecting your child, stating the full name of the authorised adult.

Kindly return the password request form to your child's class teacher.

HOME ARRANGMENTS – PASSWORD REQUEST

Name of Child: _____ Class: _____

Password to be used by an adult authorised to collect your child:

Signed: _____

Date: _____

Relationship to the child: _____

APPENDIX 3



PUPIL COLLECTION FORM
Authorisation of additional adult
ACADEMIC YEAR 2020 – 2021

For children who are collected regularly by an adult authorised by the parents/carers.

If your son/daughter is collected regularly (e.g. once a week) by the same adult, please complete the form below and hand it to the office.

This means you will not have to inform school in advance.

Name of child: _____

Class: _____

Name of collecting adult: _____

Relationship to parent: _____

I authorise _____ (name of collecting adult) to collect

_____ (name of child) on the following day/s:

Monday Tuesday Wednesday Thursday Friday Any day

Name of Parent: _____

Signature: _____

Date: _____