

St James the Great RC (VA) Primary and Nursery School



Collection of Pupils from St James the Great School

Spring 2001

COLLECTION OF PUPILS FROM ST JAMES THE GREAT SCHOOL

The school day operates from 9.15 am – 3.30 pm.

The Nursery sessions are 9.15 am – 11.45 am and 1.00 pm – 3.30 pm.

Children may arrive at school at 9 am. Infant children should remain under the supervision of a responsible adult until the class teacher arrives on the playground.

While Junior children may make their own way home, Infant children must be collected by an adult. They will be 'handed over' by a member of staff. The school **MUST** be informed of any change to the normal collection of a child.

Any child not collected by 3.40 pm will be directed to wait with the member of staff responsible for caring for such children. Parents will be telephoned to ascertain what the collection arrangements are for that day.

It is the responsibility of the school to ensure the well-being and safety of the child until the child's care is transferred to a responsible adult.

Outlined below is the procedure staff must follow if a child is not collected:

1. Inform Headteacher, Deputy Headteacher or Senior Teacher.
2. Attempt to make contact with parent first and then with those listed by parents as persons who may assume responsibility in an emergency (see Pupil Data Collection sheet). Repeat procedure regularly in the event of no response being made, noting the number of attempts made to contact parents.
3. Failing to a contact a parent/guardian or other adult contact in emergencies, the Headteacher or Deputy Headteacher will follow the LEA's procedure to contact the Area Social Services Office, who will then assume responsibility for the child.