



# Prep School Drop-Off & Collection Policy

<b>SLT Lead:</b> Head of Prep School	<b>Date Reviewed:</b> Lent 2024
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**This policy includes the EYFS Reception class arrangements**

## Introduction

Rossall Prep School is committed to providing a safe environment where parents/guardians feel that their children can be left with total trust. As such, we have strict measures in place regarding the drop-off and collection of pupils.

## Drop-Off Arrangements for Rossall Prep (incl. EYFS Reception) Pupils

	School Starts	School Finishes
Pre-Prep (R-Y2)	08:20	15:30
Prep (Y3-Y6)	08:20	16:15

Parents should drop-off their child/ren at the Drop Off Entrance between 08:00 and 08:20. **Parents should not drop off their children before a member of staff is on duty at 08:00.**



Staff will be on-hand in the playground area to welcome the pupils into School. Prep aged children will then walk through to the Prep School, whilst Pre-Prep children will be escorted to their building.

After 08:20, pupils will be classified as 'late' and will need to be taken by parents to the Sports Centre Reception. Children will then be escorted to their appropriate building by a member of staff.

## Collection Arrangements for Rossall Prep (incl. EYFS Reception) Pupils

Pupils from Years 3 to 6 inform the form teacher in the morning of their collection time arrangements for that evening. This often changes due to clubs and parental commitments. The centralized sheet is then printed at the end of the day so that duty staff can check off pupils at each of the collection times. In Pre-Prep, the correct procedure should also include the use of the collection sheet and these should be checked against the Jotform filled out weekly by parents.

The School secretary will check timings and make any amendments during the morning and ensure all staff have completed the sheet. The sheet will be printed for the member of staff on duty.

If the whereabouts of a child is unknown, we do not take a child's answer/suggestion of where they are and always check with a member of staff.

Rossall Prep School requires the parent/carer of a child to provide the names of at least two adults over the age of 18 years who they consider suitable to collect their child, particularly in their absence or in the event of an emergency. Siblings in Senior School may collect pupils from the Prep but not the Pre-Prep. This is arranged via an email requesting permission from the Head of Prep School.

Collection takes place at the collection and drop-off point (Middle School Playground), with the pupils supervised from

Prep and Pre-Prep by staff members.

Parents are able to collect their children at the drop-off/collection point as follows:

15:30	Pre-Prep only collection
16.15	Pre-Prep and/or Prep collection
17:15	Pre-Prep and/or Prep collection
17:45	School buses depart, Pre-Prep and/or Prep final collection

Parents should not enter the School site without invitation or permission from the School.

### **Collection by Other Adults**

If parents/guardians are unable to collect a child, permission to collect a child will only be given for another adult, if parents/guardians have emailed to make School aware. In emergency circumstances, should an email not have been received, a telephone call made by the member of staff on duty, to the parent/guardian requesting verbal permission, will be acceptable. Should a password not be provided, email received, or conversation had with the parent/guardian, the child will not be allowed to be taken from the School premises. This includes other parents who may be friends of the uncollected child.

### **Non-Collection**

There are always the odd occasions when a parent/guardian is held up, or an emergency occurs and they are not able to collect a child on time, due to circumstances beyond their control. We are sympathetic to the circumstances that may arise and will always seek to support families and provide a safe and secure environment for an uncollected child. Any uncollected children after 17:45, will be taken to Anchor boarding House and handed over to the houseparents/staff on duty. In this case, voicemails and emails will have been sent to parents and emergency contacts.

### **Children travelling by School minibus**

Children travelling to and from Rossall by School minibus are supervised by the minibus driver and collected by a member of staff at the Minibus Drop-Off Zone at around 08:15 each morning. In the afternoon, the children are supervised by a member of staff at the Minibus Zone and collected by the driver at or around 17:20.