



Keeping Children Safe – Parents’/ Carers’ responsibilities at drop off and collection time

At the start of the day, please remember to:

- **keep your child in sight** in the mornings until you are confident they have made it into school safely;
 - **always report your child’s absence due to illness to the school office before 8:30am;**
- **always report any planned absences** (eg for medical appointments or other exceptional circumstances) to the office via our Planned Absence Request form (under the Parents tab on our website).
- **If your child is in Year 5 or 6 and you want them to travel to school unaccompanied** (even if this is only sometimes, or for just part of the journey), get a signed agreement form in place (available from the school office). These children **ONLY** may bring a phone to school, so long as it is handed in to the teacher at the start of the day;
 - stay with your child in they playground **if you arrive early**, until the doors open at 8:45am.
- **If you arrive late** with your child (after 8:50am), ensure that they go into school via the school office, or that you have spoken to the office via the intercom on the gate.

At the end of the day, please remember to:

- **Arrive promptly** to collect your child, either at 3:20 or at the time your child’s after school club finishes
- **Ensure that you have communicated to the school office** if anyone other than the contacts we hold on file will be collecting them that day; if it will be someone we are not familiar with in school, make sure that person also has the password for your child;
- **If you choose not to come in to school** but to wait at the top, by the wall, be sure to watch your child carefully as they make their way to you: as soon as they leave their class group/ teacher’s side, they are your responsibility.
 - Please **wave and make eye contact** with the adult dismissing your child;

At both ends of the day, please remember to:

- Keep your child off the large climbing frame (they can play on the lower-level equipment so long as you are supervising them carefully)