Great Gaddesden C of E (VA) Primary School

Small School - Big Heart - Great Start

Mission Statement: 'Treat others exactly as you would like to be treated yourself' (Luke 6:31)

Safe Drop off & Pick up Procedures

Written by: Mr M. Beach (Headteacher)

Date last reviewed: November 2026

Drop off arrangements

- Gates to open promptly at 8:40am and close at 8:45am
- Lower School (YN-2) to enter via the main gate on the playground and through external classroom door
- Upper School (Y3-6) to enter via the side entrance/wrap around care entrance/exit.
- Both entrances are to be supervised by a member of school staff at all times and typically a member of SLT will be present at one entrance.
- Parents are not permitted to enter the building through classroom doors or any other entrance other than via the school office.
- Late arrivals must sign in at the school office accompanied by a parent/carer. Frequent late arrivals will be followed up by a member of SLT.
- Quick messages can be passed on via a member of staff on the entrance.
- Parents are encouraged to park at the Garden Centre and walk with their children to reduce congestion on Church Meadow.
- Parents can choose for their child in the Summer term of Year 5 and Year 6 to walk to school or part of the way (where appropriate). The children must not arrive and enter the school site before 8:40am and parents **must** complete a permission to walk to school alone beforehand. Parents accept responsibility for their children should they choose to allow them to walk alone. The children become the responsibility of school staff when they arrive at 8:40am.
- Drop off to school earlier than 8:40am is only permitted for breakfast club from 8:00am and should be via the side entrance.
- Dogs are not permitted to enter the school premises during any drop off.

Pick up arrangements

- All children are collected from the main playground at the end of the day. Early Years are dismissed at 3:10pm and Y1-6 at 3:15pm.
- Lower School (YN-2) are dismissed individually from the classroom.
- Upper School (Y3-6) are led out by a member of staff and dismissed.
- Staff must only dismiss a child when they have seen a parent/carer or other authorised adult and must ensure they see the parent greet the child and a safe collection has been made.
- Once children have been released to parents/carers, it is parents responsibility to supervise their children and decide whether to allow their child to use the play apparatus at their own risk.
- Parents may organise other parents, relatives or other authorised people to collect their child(ren). Ad Hoc arrangements must be arranged via the school office ahead of time and messages will be passed on to the class team. Regular pick up arrangements by other authorised people will be noted on Arbor and teachers to note these on class context sheets for all staff working in the classroom to have access to.

- In the event a person arrives to collect a child that was not communicated to staff in advance by a legal guardian, pick up will be denied and contact will be made to the parent to discuss pick up arrangements. **Under no circumstances** should a child be sent home with another person without consent given by a legal guardian.
- In the absence of a court order, the school cannot deny collection by a legal guardian unless there are immediate safeguarding concerns or following advice from Children's Services and/or the Police.
- The school expects separated parents to coordinate pick up arrangements between themselves and to advise the school accordingly of such arrangements.
- If children are not picked up by 3:20pm, they will be taken to the school office. Class teachers are responsible for ensuring contact is made with the family.
- In the event a parent is late, the school reserves the right to charge attendance for the after school club. In the event of frequent late collections, a member of SLT will meet with the family to discuss this.
- In the event a child is not collected and contact cannot be made with parents/carers a DSL/DDSL may need to make contact with the Police and/or Children's Services.
- Any child being picked up earlier than the end of the school day must be collected by the school office and signed out. A reason for early collection must be shared with the office and we reserve the right to ask for copies of appointments etc to authorise an early pick up.
- Parents can choose for their child in the Summer term of Year 5 and Year 6 to walk to a place within Great Gaddesden Village eg. The Garden Centre, Church Yard, home if within the village. Parents **must** complete a permission to walk home alone consent form. Parents accept responsibility for their children should they choose to allow them to walk alone.
- Pick up from clubs finishing at 4:15pm are from the main playground.
- Pick up from wrap around care is at 4:30pm or 5:00pm and is from the side entrance.
- Dogs are not permitted to enter the premises at any time during pick up.