

Drop Off, Collection and Late Child Collection Policy



Name of Policy	Drop off, Collection and Late Child Collection Policy
Reviewed by	Harriet Fryer, Head of Junior School
Date	September 2025
Date of next review	September 2026

This policy applies to all Junior School pupils and covers EYFS, Key Stage 1 and Key Stage 2.

Dropping-off

- Parents/carers should ensure pupils are at school for registration by 0830.
- The playground gates are open from 0815 each morning when a member of staff is on duty to open the gate on Mansel Road and welcome families as they arrive. A member of the Junior School Leadership Team is also on duty to supervise pupils and their families as they arrive through the school gates at the top of Church Lane. Parents are welcome to leave their daughter/s in the playground once staff supervision commences.
- Morning activities commence for all pupils at 0820 and we strongly encourage pupils to arrive in time to benefit from them. Class Teachers will collect their class from the playground. Years 5 and 6 are permitted to go straight to their classrooms when they arrive.
- Registration is promptly conducted at 0830. Pupils who arrive at school after 0830 must report to the Junior School office where they will be registered as Late accordingly.
- All parents/carers should exit the site promptly via the Church Lane. To secure the site, all gates will close at 0835.

Early Morning Care

- With advance booking, Early Morning Care is available to all Junior School pupils from 0745 every day.

- Early Morning Care takes place in a classroom on the ground floor of the Junior School building and supervision is provided by a member of our Junior School Teaching Assistant team.
- Pupils are supervised as they undertake quiet reading or colouring activities until 0820 when they are taken to the Junior School playground and proceed to morning activities.
- Reception pupils who attend Early Morning Care are escorted to their classroom directly at 0820 by the Teaching Assistant on duty. Parents/carers are expected to drop their daughter/s off at the classroom door and sign them in with the Teaching Assistant on duty and are not permitted to leave their daughter/s unattended.

Breakfast in the Dining Room

- Breakfast is available daily in the dining hall from 0730. All pupils must be accompanied by an adult unless they are in Y6 where it is a privilege for them to be able to attend on their own. Written parental consent is required for this privilege to be awarded.
- Parents/carers must stay with their daughter until 0815 when supervision by the school staff in the playground commences.

Early Morning Clubs

- Pupils attending an early morning club must be dropped off at the specified location for their club where they will be met by the member of staff leading the club.
- Parents/carers are not permitted to leave their daughter/s unattended whilst they wait for a club to commence or the member of staff running the club to arrive.
- At the end of the club, Lower Junior School pupils will be escorted to the Junior School playground and Upper Junior School pupils will be directed to proceed to the Junior School playground independently where they will then meet their class teacher.

Reporting Pupil Absence

- If a pupil is unable to attend school unexpectedly and without prior consent from the Head of Junior School e.g., through sickness or will be late, parents should telephone **020 8971 0902** and leave a message or send an email to: **junior.absence@wim.gdst.net** by 0830.

End of Day Collection Procedure

- Pupils are escorted to the playground and must wait with their class teacher on the playground until they see the person who is collecting them (or duty member of staff) before leaving.
- If a different adult is collecting a child, this must be put in writing (letter or note in reading record/diary) or by phone if it is a change at short notice. Staff **will not** allow a child to leave without prior notification.

- If there is a regular arrangement of different adults collecting a child on different days this should be put in writing to the class teacher.
- Y6 may have written permission to walk home or wait in an agreed place for collection. Y5 gain this privilege from the summer term. With written permission, a green card will be given to those girls who have this privilege.

Sisters Waiting & Apple Pips After School Care

- Pupils attending Sisters Waiting (Lower Junior School pupils waiting for their Upper Junior School pupils to finish school at 1530), are supervised by a member of staff and dismissed in the Junior School playground to the collecting adult along with their Upper Junior School sister.
- Uncollected pupils are escorted to the Junior School office by a member of staff in order for contact to be made with the adult due to collect them.
- Apple Pips After School Club takes place in the classrooms in the Junior School building. Parents/carers arriving to collect their daughter/s do so through the main gate and then go to Junior School reception where a member of the Apple Pips team will be on hand to direct them.
- Each pupil is signed out by the relevant member of Apple Pips staff on duty.

Additional Information

Lower Junior School - Reception, Year 1 and 2

- If a girl has not been collected within 10 minutes of the end of the school day, she will be placed in 'Sisters Waiting' and parents will be charged for care up to 3.30pm (see Apple Pips Booklet for charges)
- The teacher will call parent/carer using contact information provided
- Siblings may wait for older Junior School sisters in the designated room until 3.30pm when sisters are collected

Upper Junior School - Year 3 to 6

- Girls who are not collected within 10 minutes of dismissal will wait by the office with the duty member of staff
- The Junior School Office will call parent/carer using contact information provided
- If a girl is not collected within 10 minutes of the end of the day, she will be placed into Apple Pips and the parents will be charged accordingly (see Apple Pips Booklet for charges)

Late collection Procedure

- Parents/carers who are unavoidably delayed should telephone the Junior School office on 020 8971 0902 and leave a message confirming their expected arrival time to collect their daughter/s.

- A member of the Junior School Leadership team is on duty every evening and will remain on site until the last child has been collected and no pupils remain on site. After 1800 on Monday – Thursday and 1700 on Fridays. Late collection supervision duties are undertaken by the member of the Junior School Leadership Team on duty. Please refer to the Uncollected Child Policy for further information.