



“Nurture. Inspire. Flourish.”

Pick Up Policy / Safeguarding Children

In the interests of the children’s safety, it is important that everyone in school is clear about pick-up/collection routines and therefore we ask for your support in following the guidelines:

- It is important your child fully understands who is collecting them from school;
- Your child’s class teacher should be informed of any change to the normal daily pick-up arrangement;
- If you are unavoidably delayed, please phone the office or send a class dojo marked URGENT and let us know a.s.a.p. and we will take an appropriate course of action;
- Please advise your child that, if you do not arrive, he/she should report to the school office and wait for you there. This will reinforce what we are telling them in school and will avoid unnecessary worry;
- In the interests of the children’s safety, to avoid the potential of accidents and to ensure easy access for emergency vehicles, the car park must not be used to drop off children before school or collecting children at the end of school (this also applies to after school activities). The only exception should be if a prior arrangement has been approved by the Principal.

It is school policy that children in P1-P3 classes should be collected by an adult unless otherwise agreed through discussion with the Principal.

Monitoring and Evaluating the Policy

This policy will be reviewed every three years or as required due to changes in guidelines/legislation or practice within school.

Policy Review Date: Spring Term 2022