



Pick up and Drop off Policy 2023



KEY PRINCIPLES

- Class Teachers are responsible for the orderly dismissal of students from their classrooms.
- Class Teachers must be sure that students' leaving arrangements are safe.
- Class Teachers will not allow students to leave with unknown persons, or other parents without prior knowledge of the arrangement.
- Students' above the age of 12 will only be allowed to walk home alone with written permission from parents and agreement from Lantern Academy that it is appropriate and safe to do so.
- Where changes to a child's normal pattern of home time occurs, Lantern Academy expects to be informed by the parent on or before the day.
- Parents will drop off / collect children (or arrange for this to happen) punctually
- Children not collected on time will be charged.
- Parents will collect children after extra activities (or arrange for this to happen) punctually at the required time. If parents are late without notice, will be charged.
- If parents, contact Lantern Academy to inform they have been delayed due to unforeseen circumstances such as traffic jams etc. Their child /ren will be kept safe until they arrive.

RESPONSIBILITIES

1. Teachers will supervise pupils on the premises from 4.45pm - they will open classroom doors and children will be allowed into the academy at this time.
2. Teachers will dismiss their students from their classrooms to outside the building to the charge of a recognised parent, carer or responsible adult who is accompanying the child to their home.
3. If a child is not collected by 6.45pm parents will be contacted and charged accordingly. However, the expectation is that parents collect at 6.35pm unless there is an extenuating circumstance.
4. Regular late collection may result in Lantern Academy not allowing a student to resume at the Academy.

Parents

1. Parents should ensure that students do not arrive at Lantern Academy before 4:45pm.
2. Parents must pick up their children at 6.30pm prompt.
3. Parents are expected to make it clear to Lantern Academy, the default arrangement for collection and travel home and to telephone or send in a signed note on occasions that this arrangement is changed.
4. Parents must inform Lantern if their child is being collected by another parent or friend as Lantern Academy will not release children if they do not have prior consent from a parent / guardian.
5. Where there are any doubt teachers will hold the student in Lantern and inform the Head Teacher who will take responsibility for the child and seek clarification by telephone.
6. When parents receive their children it is their responsibility to supervise their children as they leave Lantern Academy. Lantern Academy will take no responsibility for accidents incurred on the premises after handover.

Children

1. Children are expected to leave with the known adult promptly and sensibly.

Club Leaders - For Extra Activities

1. Club leaders have responsibility to ensure that all attending students are handed to the correct parent / guardian.
2. In no circumstances will children be left alone to wait for their parents. If parents do not pick up promptly at the given times, then the students will be supervised until collected. This will incur a cost.

Children travelling to and from Lantern Academy alone

“There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school”. (Is it legal? A parent’s guide to the law by the Family and Parenting Institute -June 2011).

The NSPCC advise the following:

- Children under 8 should not be outdoors for a considerable length of time unaccompanied

- Children under the age of about 12 should not be home alone for more than a very short period

Lantern Academy is not responsible for the safety of children on their journey to and from the academy.

- If parents choose to let their child travel to/from Lantern independently, then they should assess the risks associated with the Academy route and their own child's confidence.
- Parents should work with their child to build up their independence, while walking to and from Lantern together, through route finding, road safety skills and general awareness.
- Lantern Academy requires written parental consent for their child below 12 years of age to walk to and from the Academy alone (see appendix 1).
- If a child should not arrive home at the expected time the parent/carer is expected to notify the Academy immediately.

Supervision on the school site

- Parents should note that Lantern Academy does not provide a member of staff to supervise children before the doors open at 4.45pm and therefore the welfare of children until/after that time is the responsibility of parents.
- Children should not be dropped off and left outside the academy unsupervised. However, if a problem or difficulty arises and is brought to the attention of the Academy, the academy will intervene, e.g. if a child falls and hurts themselves then Lantern will provide medical assistance.

Drop off and collection by older siblings

It is the parent/carer's responsibility to ensure that their child is dropped off and collected by a responsible person.

- Students will only be released to an adult or a sibling over the age of 16 with written consent.
- Students will not be allowed to leave the academy with any adult unknown to Lantern. Therefore, it is the parents'/carers' responsibility to notify the academy if someone other than the usual person is collecting their child.
- Students will not be released to another parent without the school being informed.

Late collection procedure

Parents and carers share in the responsibility to work with Lantern Academy staff to ensure their children are safe and in the care of a responsible adult. Parents should notify Lantern immediately (by contacting the office on 01706 352759) if it becomes apparent that the person collecting their child may be late. If the person collecting the child is going to be late whatever circumstance, the child will be supervised.

If parents are late the following protocol will be implemented:

- Check for any information about changes to the normal collection routines.
- Attempt to contact the parents/carers on their home, work, and mobile numbers.
- Telephone the emergency contacts that have been provided by the parent/carer.
- Supervise the student where the parents/ carers will be billed.
- Keep a record of incidents where parents/carers are late for no explained or good reason, or where there are repeated incidents.
- Contact the parent/carer notifying them of the possible arrangements that may be put into place for their child if they continue to collect their child late.

Extra Activities

The same procedures for drop off and collection can be applied to extended activities, where the activity is provided by Lantern Academy.

- All activities aim to finish by 7.30pm and parents should collect promptly.
- If students are not collected promptly parents will be charged accordingly.
- Students will be released to parents from the main doors
- All other procedures as stated for the normal collection time stand

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