



Drop off and collection procedures at South Hill Primary School

Before and After School

The gates open ready for pupils at 8.40am. Pupils can arrive between 8.40am to 8.50am.

The gates will close at 9.00 am and any pupils arriving after that time will need to enter via the top office.

EYFS, Year 1 and Year 2 pupils, follow the path to the left.

KS2 pupils enter via the door to the right of the reception door.

Between 8.40am and 8.50am, pupils complete morning activities.

EYFS are collected from the same door they entered at 3.15pm.

Year 1 are collected from the same door they entered at 3.15pm.

Year 2 are collected from the gate to the left of the main office at 3.15pm.

KS2 will be brought out and released by their class teacher at the front of the school.

If nobody is there to collect your child, they will come back into the building and wait near the top office. We will make phone calls to ensure they are collected safely. It is important that we have up to date contact numbers. Please let us know if the usual arrangements for collecting your child have to change. This is to ensure that your child is released to the correct adult.

Drop off and collection by an older sibling

It is the responsibility of the parent/carer to ensure your child is dropped off and collected by a responsible person if it is not safe for them to walk unsupervised. The suitability of a sibling caring for your child is a decision you will make based on careful consideration.

Late collection of children

If you or the person collecting your child is going to be late, please contact the school to let us know. If you wish for your child to be collected by somebody else who does not have parental responsibility, you must give us this information/permission verbally or in writing.

Non-collection of children

In the unlikely event that a child has not been collected from school and we have not been able to make contact with a parent/carer by 5.00pm, the school will follow child protection procedures. This will involve informing the police and making a safeguarding referral to Children's Services.

Safeguarding children

If an adult arrives at school and staff are concerned that their presentation suggests that they are unable to offer safe care to the child, we may need to assess the risk to the child. This may involve the safeguarding procedures above.

Children walking to and from school alone

There is no legal set age for a child to walk independently. However, we need to ensure children are not placed at risk. If you do wish your child to walk to and from school alone, we assume you will have assessed the risks of the journey and supported your child to build their independence. For pupils in Year 6, we ask that you inform the school office in writing if you wish for them to walk home without an adult.

Cycling to and from school

It is your decision whether your child cycles to school. We would express concern if your child had not received adequate training and guidance to keep them safe. Children should wear a helmet and children should push their bikes to the bike shed and not ride bikes once through the school gate.

Parking

The safety of our pupils is paramount. If you do need to drive, we ask that you park further along the road and safely. We ask that you respect our neighbouring houses and do not drive into the school premises.

Dogs on school remises

No dogs are allowed on our school grounds. This includes carrying dogs onto the grounds.

Smoking/vaping

We have a non-smoking/vaping policy at South Hill School.

