

LEOPOLD PRIMARY SCHOOL

Hawkshead Road

Harlesden,
NW10 9UR
Tel: 0208 459 5654
www.leopoldprimary.co.uk
Email: admin@leopold.brent.sch.uk
Executive Headteacher: Miss Rachel Mollett



Gwenneth Rickus

242-250 Brentfield Road
Neasden, NW10 8HE
Tel: 0208 961 5336
www.leopoldprimary.co.uk
Email: adminlgr@leopold.brent.sch.uk
Executive Headteacher: Miss Rachel Mollett

Tuesday 12th December 2023

Dear Parents and Carers,

I am writing to remind you of the start and end of day arrangements at Gwenneth Rickus site.

Children in years 1-3 should enter the school and be collected from the gate at the front of the school on Brentfield Road.

Children in Years 4-6 should enter the school and be collected/exit from the gate at the back of the school.

These arrangements are in place to reduce the numbers of children entering the school through one gate and therefore keep children safe and ensure they have a calm start to the school day.

In the mornings, gates open at 8:40am and close at 8:55am. In the afternoons, gates open at 3:10pm and close at 3:25pm.

Pupils are expected to be in school by 8:45 - this is when the children go inside to their classrooms and registers are taken. Any child who does not arrive by 8:55am needs to enter the school via the main office. Parents must bring their child to the office and provide a reason for lateness. Pupils who travel independently are expected to do the same. Reasons for lateness are recorded and followed up where necessary.

The school day ends at 3:15pm. Children must be picked up on time as there is no availability of staff to provide additional childcare.

Please be reminded that parents are not permitted to walk through the school at pick up time. If you are collecting children from both playgrounds, you must travel between them around the outside of the school or wait in the front playground until the teachers bring Year 4, Year 5 and Year 6 siblings to meet you. This ensures the safety of all pupils.

Children in Reception should be dropped off and picked up via the Early Years gate on Brentfield Road.



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Please also note that no person under the age of 16 years is permitted to collect pupils from school as per our policy (attached with this letter).

Thank you for your continued support. Working together in this way supports the school to prioritise the safety and wellbeing of our pupils.

Kind Regards,

Miss Melehi
Senior Deputy



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MUSIC MARK
SCHOOL



Leopold Primary School

COLLECTING CHILDREN FROM SCHOOL POLICY

Introduction

As part of our safeguarding procedures, it is essential that the school ensures all children leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school. Sometimes there will be 'one-off' arrangements. For this reason, we have set out clear procedures which all staff and parents/carers must adhere to.

General collection procedures

- Children are to be collected at the end of the school day from their child's class teacher.
- Children must inform their teacher when their agreed adult has arrived.
- Children are not to be released from school with someone if they are showing signs of distress or anxiety.
- Children are not to be released if the teacher feels that the parent is not in a fit state to ensure their child's safety.
- Members of staff should never take a child home themselves.

Late Collection Procedures

- When a child has not been collected by 3.30pm, the child is taken to the school office where they are registered by the class teacher or an HLTA.
- The admin team will contact the parents by telephone.
- If parents are unavailable, an emergency contact is called.
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with Early Help or Social Care.

Non-parents collecting children

Parents must have provided clear verbal or written permission to the class teacher for children to be released to an adult who is not the parent or carer of the child. This permission must be given with a description of the person collecting (if not already known to the school). Where possible, this person will be introduced to the class teacher in advance of the first collection.

- If the adult has not collected the child previously and is unknown to the class teacher, a password will be given by the school office to the parent to pass onto the responsible adult collecting the child on the day. The admin team will then tell the class teacher the password and the class teacher will only release the child to the adult upon hearing the correct password.

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- If any member of staff is unsure of the adult's identity, they may ask to see identification.
- If, after checking identification, there is any uncertainty about the person collecting, the member of staff should take the child to the school office and contact the parents by telephone to seek further guidance/advice, and inform a member of the Senior Leadership Team.
- If the parents/carers are not contactable then the member of staff should refer to the procedures for children uncollected from school.
- Children will only be released from school to young people age 16 years and over, including older siblings, when the teacher is satisfied that it is safe and reasonable to do so. This is the guidance provided by the NSPCC, which suggests that only persons aged 16 years are typically old enough to take responsibility for younger children.

Children travelling home independently

There is a growing trend for the older children in the school to walk home unaccompanied at the end of the school day or at the end of an after-school club. While we as a school promote independence in our children, we are always mindful that safety and security should come first, particularly as the evenings start to get darker. Only pupils in year 5 and 6 can go home on their own provided that both the school and family have no concerns about the child's ability to keep themselves safe and that the school receives permission in writing from the parent/carer. Letters are sent home at the start of each academic year for children in year 5 and year 6 so that parents can request for this to occur.

As part of our safeguarding procedures we have an up to date register of all children who have been given permission to walk home alone. This is kept up to date by the admin team who will ensure that teachers of children in years 5 and 6 have the information about the arrangements for each child. Children must notify the class teacher when leaving school. This permission only applies to children leaving school at the end of the school day: any child leaving school early (e.g., for medical reasons) must be collected by a responsible adult.

It is advised that children of primary age walking home alone go straight to an agreed residence and do not go home to an unsupervised dwelling.

Parental Responsibility

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.

Policy written: November 2022

Policy reviewed: October 2022