

Pick-Up-Point Scheme Registration Form

We encourage parents to walk to and from school whenever possible but also have a very successful drive through pick up scheme. Walking and using the pick up point really eases any parking issues at the end of the school day.

If you would like to make use of our pick up scheme please fill in the details below. We will return this form to acknowledge your request and advise you about your allocated time slot at our pick up point. The time slot you are given will depend on your child(ren)s end of school times. Anticipated time slots are:

3:05pm EYFS - Nursery and Bumblebees

3:10-3:15pm KS1 Orange, Green and Lime

3:20-3:25pm KS2 Amber, Violet, Cobalt, Indigo, Turquoise, Emerald

Name of child:	
Class:	
Car registration(s):	
Security password:	
Time slot allocated: (For office use only)	

Pensans School Parent Guide



PUPIL ARRIVAL & COLLECTION ARRANGEMENTS 2018/2019



PENSANS SCHOOL - END OF THE DAY COLLECTION ARRANGEMENTS

Classes	Arrangements	People authorised to collect
Nursery & Bumblebees	I understand that my child needs to be collected from the classroom door each day (unless you are registered with the Car Pick up Scheme)	
Green	I understand that my child needs to be collected from the KS1 inner gate door each day (unless you are registered with the Car Pick up Scheme)	
Lime & Orange	I understand that my child needs to be collected from the end door under the canopy each day (unless you are registered with the Car Pick up Scheme)	
Amber, Cobalt and Violet	Children in Amber, Cobalt and Violet will be handed over to a parent or carer at the end of the school day from the area outside of the main school entrance (unless you are registered with the Car Pick up Scheme)	

As children reach the older classes we encourage them to be increasingly independent in terms of collection from school, this arrangement is also in place to support our working parents/carers and those who wish their children to walk home unaccompanied. This remains a parental decision however.

Please tick to Select

Emerald, Indigo and Turquoise (Year 5&6 Pupils)	1. I understand that my child will be released from the classroom at the end of each day. 2. Please indicate which of the following you will instruct your child to do once dismissed at 3.15pm or after clubs finish.	
	<i>I will arrange for my child to be collected each day. I realise that I am responsible for arranging this collection at the end of the school day. I have instructed my child to go to the school office if the person collecting them is not at their agreed meeting place.</i>	
	<i>I give my permission for my child to make their own way home each day. Please note if you allow your child to use a scooter or bicycle to travel to and from school, the school cannot take responsibility for the safe use or storage of this equipment</i>	
	<i>I will sometimes arrange for my child to be collected and at other times they can walk home. I understand that it is my responsibility to ensure that my child and the school knows the arrangements on any given day.</i>	
	<i>I am registered on the Pick Up Point Scheme and I will arrange for my child to be collected each day from the Drive Through Pick up Point. I will endeavour to arrive at pick-up-point at my allotted time and if my child is not present I will drive around and come back if asked to by a member of staff.</i>	

Parental Agreement

I have read and understood the End of the Day Collection Information contained in this letter and have (where appropriate) selected my preference for End of the Day collection arrangement,

Name of Child Class..... Your Signature Date.....

PENSANS SCHOOL – END OF THE DAY COLLECTION ARRANGEMENTS

	Dismissal Arrangements	Car Pick Up	Collection after Clubs	Non Collection Arrangements
EYFS (Caterpillars, Butterflies and Bumblebees)	Children in Early Years will be handed over to a parent or carer at the end of the school day from the classroom door . A password system is in place to ensure extra security.	Any Early Years children who are part of the Car Pick Up service will be escorted to the pick up point and handed over to the staff on duty there ready for collection by parents.	Children in Early Years will be handed over to a parent or carer at the end of the school club. A password system is in place to ensure extra security.	Any children not collected at the end of the day will be kept in school whilst we try to contact parents. If it is necessary to put children into our after-school club (PARC) a charge will need to be made for this service. If the school is unable to contact parents, and have not received any message from a parent within a reasonable timescale the school will contact Social Care to alert them that we have an uncollected child on the premises.
Lime, Green and Orange Classes	Children in Green will be handed over to a parent or carer at the end of the school day from the inner gate . Children in Lime/Orange will be handed over to a parent or carer at the end of the school day from the door at the end of the building under the perspex canopy .	Any Lime, Green or Orange children who are part of the Car Pick Up service will be escorted to the pick up point and handed over to the staff on duty there ready for collection by parents.	Children in Lime, Green or Orange Cobalt, Amber or Violet classes will be handed over to a parent or carer at the end of the school club by the adult responsible for that activity. Letters of permission are required if parents wish Y4 children to walk home alone.	
Amber, Cobalt & Violet	Children in Amber, Violet & Cobalt will be handed over to a parent or carer at the end of the school day from the area outside of the main school entrance	Any Violet, Amber, Cobalt, Indigo, Emerald, and Turquoise children who are using the Car Pick up scheme will be released by the class teacher in order to make their way responsibly and independently to the pick-up point where they will be supervised by the staff in charge of that area.	Children from Emerald, Indigo and Turquoise classes will be released from the clubs in order to either make their way home independently or to locate a parent as previously arranged. Children are released with the knowledge that if there is no known adult waiting to collect them, they are to return into school, either to the class teacher or the main school office, where there will be members of staff available to support them.**	
Emerald, Indigo & Turquoise	Children from Emerald, Indigo and Turquoise classes will be released from the classroom in order to either make their way home independently or to locate a parent as previously arranged. Parents need to understand that they share the responsibility for the safe departure of the children from school. Children are released with the knowledge that if there is no known adult waiting to collect them, they are to return into school, either to the class teacher or the main school office, where there will be members of staff available to support them.			Any child in Emerald, Indigo or Turquoise Class who is expecting to be collected by an adult and that adult is not present, must report back to the school office where staff will assist them and if it is necessary to put children into our after-school club (PARC) a charge will need to be made for this service. If the school is unable to contact parents, and have not received any message from a parent within a reasonable timescale the school will contact Social Care to alert them that we have an uncollected child on the premises.

* * Please note that there is **no manned crossing patrol** on Madron Road after school clubs. Children can cross at the automated crossing near Penzance Fire Station

Procedures for the Arrival and Collection of children from Pensans CP School

Our school has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they depart at the end of the school day.

Early Years Foundation Stage, Green, Orange, Lime, Violet, Amber & Cobalt Classes

General Procedures and Expectations

1. UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED OFF THE PREMISES WITH ANYONE OTHER THAN AUTHORISED COLLECTORS i.e. THOSE SPECIFIED BY PARENTS/CARERS OR LEGAL GUARDIANS.
2. Parents must name the authorised collectors of their child before the child starts school. If there are any changes to these arrangements parents need to inform the school immediately either by contacting the school office, or writing to the class teacher. In cases where the new “collector” is unknown to the school, the school will ask for a photograph or introduction to the new “collector” to ensure they know by sight who is collecting their child. (It is the parents/carers/legal guardians responsibility to ensure the school knows who will be picking up their child.)
3. If anyone other than authorised collector is collecting permission must be given by the methods stated above. This includes children being taken to parties by other children's parents etc...
4. If there is request for a specific person not to be allowed to collect a child (e.g. in child protection or custody cases) written instructions must be provided to the school by the parents/carers or legal guardians so the school is fully informed. The school will request a photograph of this person.
5. If in an emergency, a parent phones and asks for an unauthorised collector to collect the child that day, the school will ask the parent the child's **security word** and will also ask the collector for this as an added security measure.
6. It is the parents/carers/legal guardian's responsibility to ensure the safe collection of their children at the end of the school day by facilitating the school with the correct and up to date information. If there is any doubt about the collection of a child at the end of the school day in Foundation Key stage or Key stage One the class teacher or member of staff in charge of the children is to investigate immediately including phoning all emergency contacts.
7. Parents should ensure that children in Key Stage 2 classes are fully aware of collection arrangements, and are well versed in the fact that they should report to the school office if they have not been able to meet the adult they were expecting or if they are in any way unsure of their collection arrangements. The school will reinforce this message regularly with pupils.
8. If no-one arrives to collect a child and the parent cannot be contacted within half an hour of the end of the school day, the school will contact Social Services to inform them we have an uncollected child on the premises.

The start/end of the school day for Early Years Foundation Stage is as follows:

Doors are open at 8.45 am – the children need to be in class for registration by 9am. The school day officially ends at 3.15pm.

The start/end of the school day for Lime, Green and Orange Classes is as follows:

Doors are open at 8.45 am – the children need to be in class for registration by 8.55am. The school day officially ends at 3.10pm.

The start/end of the school day for Amber, Violet, Cobalt, Indigo, Emerald and Turquoise is as follows:

The playground is supervised from 8.40am. Doors are open at 8.50 am – the children need to be in class for registration by 8.55am.

The school day officially ends at 3.15pm.

Promoting increased independence from Year 4 onwards...

By the time the children move into Year 4 the school will encourage the children to be increasingly independent in terms of arrival and collection from school, this arrangement is also in place to support our working parents/carers/legal guardians and those who wish their children to walk home unaccompanied.