

# IPS Pick Up Procedures

The standard procedure at the end of the school day is the following:

## Children in YN to Y2

Children in YN to Y2 are only released to adults in possession of a valid IPS ID card with the relevant child/children's name/s written on it.

### **If a child is to be collected by any other adult the following applies:**

The parents must inform either the class teacher or the IPS office by telephone or in writing that their child will be collected by a person not normally authorised to do so. They must supply the full name of the collector and tell this person to bring a document of proof of identity to show to IPS staff. Only then will children be released to unknown adults.

**If a non-authorised adult comes to collect a child and the class teacher has not been informed, this person MUST be sent to the office where IPS office staff will contact the parents.**

### **Change in pick up arrangements during the school day**

If the school office is informed of a change in pick up arrangements during the school day, office staff will inform the class teacher and the child. We will supply the full name of the collector and tell this person to bring a document of proof of identity to show to IPS staff. Only then will children be released to unknown adults.

Parents are advised that all changes of pick up arrangements made during the school day **must** go through the school office as teachers may not have the opportunity to check their email/Bloomz accounts.

### **Procedure to be followed for early pick up:**

- A. If a parent/ authorised IPS ID badge holder wishes to collect a child before the end of the school day the following applies:
  - The gatekeeper will call the school secretary to inform her that the parent is at the gate.
  - The gatekeeper will direct the parent to the school office
  - The parent will sign the required form stating the date/time and the reason for the early departure
  - Authorised office staff\* will collect the child from the classroom and hand over to parent

- If the adult is an authorised IPS ID badge holder but **not the parent**, and **no prior notification** has been received, IPS staff will contact the parents for authorisation

Under no circumstances must a child be released directly to the parent from the classroom

B. If a “non-authorised” adult comes to collect his child before the end of the school day the following applies:

- The gatekeeper will call the school secretary to inform her who is at the gate.
- The gatekeeper will direct the person to the school office
- If the office has not received prior notification IPS staff will contact parents for authorisation
- IPS staff will check the collector's ID
- The non-authorised adult will sign the required form stating the date/time and the reason for the early departure
- Authorised IPS office staff\* will collect the child from the classroom and hand over to the adult

Under no circumstances must a child be released directly from the classroom

***No child may be handed over to any other adult without parental authorisation, even if we know that the adult is a relation or family friend.***

***NB: At arrival time children in the Nursery and Reception classes must be handed over to an IPS staff member: teacher, assistant teacher or class assistant.***

## **Children in Y3-Y6**

At the end of the school day, children in Y3-Y6 can make their own way to the school car park some to board buses others to join their parents.

### **Change in pick up arrangements during the school day:**

If the school office is informed of a change in pick up arrangements during the school day, office staff will inform the class teacher and the child.

Parents are advised that all changes of pick up arrangements made during the school day **must** go through the office as teachers could easily not have the opportunity to check their email/Bloomz accounts.

### **Procedure to be followed for early pick up:**

- A. If a parent/ authorised IPS ID badge holder wishes to collect a child before the end of the school day the following applies:

- The gatekeeper will call the school secretary to inform her that the parent is at the gate.
- The gatekeeper will direct the parent to the school office
- The parent will sign the required form stating the date/time and the reason for the early departure
- Authorised office staff\* will collect the child from the classroom and hand over to parent/authorised IPS ID badge holder
- If the adult is an authorised IPS ID badge holder but **not the parent**, and **no prior notification** has been received IPS staff will contact the parent for authorisation

Under no circumstances must a child be released directly to the parent/authorised adult from the classroom

B. If a “non-authorized” adult comes to collect a child before the end of the school day the following applies:

- The gatekeeper will call the school secretary to inform her who is at the gate.
- The gatekeeper will direct the person to the school office
- If the office has not received prior notification, IPS office staff will contact parents for authorisation
- IPS staff will check the collector's ID
- The non-authorized adult will sign the required form stating the date/time and the reason for the early departure
- Authorised IPS office staff\* will collect the child from the classroom and hand over to adult

Under no circumstances must a child be released directly from the classroom

*\*School secretary, office attendant, admin assistant, accounts officer, bursar, DHOS, tea lady*

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