

BRIDGEWATER SCHOOL

WORSLEY, MANCHESTER

M28 2WQ

WHOLE SCHOOL POLICY FOR COLLECTION OF PUPILS

SCOPE: This policy is applicable to all pupils attending Bridgewater School, including those in EYFS. This policy also applies to pupils using the school's 'Before and After School Provision'.

End of Day Arrangements	
Preparatory Department	Senior Department
<p>All children are collected from the front of the Prep building.</p> <p>Kindergarten and Reception Classes finish school at 3.15pm Prep I and Prep II finish at 3.20pm Prep III and Prep IV finish at 3.25pm Prep V and Prep VI at 3.30pm</p>	<p>The last lesson for all senior school pupils finishes at 3.45pm.</p>

PREPARATORY DEPARTMENT – AFTER SCHOOL PROVISION (after school care)

Children who are not collected within five minutes of their finishing time will be taken to class until 3.45pm. After this time, they will be escorted to the Dining Hall.

Children taking school transport will be escorted by a member of staff to their allocated coach.

For health and safety reasons Prep pupils are not permitted to wait at the front of the school or on the road, unless with an older sibling who attends the Senior Department.

In the event of **NON-COLLECTION**, these procedures will be followed:

- ✓ If a child has not been collected by 6pm and the school has not heard from the parent, After School Provision staff will try to contact the parents.
- ✓ If the school is unable to contact the parents, the school will work down the list of emergency contact numbers. It is, therefore, essential that parents inform the school of any contact changes immediately they occur.

- ✓ If the school is unsuccessful, the school will try to contact known friends of the family.
- ✓ If the school is ultimately unable to make any form of contact, and parents have not made contact with the school, the school will, as a last resort, contact the out of hours Social Services Department via the DSL.
- ✓ The school will leave a message advising the parents of the whereabouts of their child.

EXTRA-CURRICULAR ACTIVITIES AND TRIPS (Prep Pupils)

If pupils are taking part in extra-curricular clubs, there is a procedure for their collection.

No pupil should be left unattended by an adult at any time, and it is the responsibility of the extra curricular activity provider to ensure that all pupils are collected.

If after five minutes pupils still remain, they are taken to the after school provision by the activity provider.

If there is no after school provision for whatever reason, or if the provision finishes after 6pm, the club provider remains with the child until he/she is collected.

Similarly, if a school trip returns to school later than 6 o'clock, the party leader remains on site until the last child is collected.

A phone call to the parent is made using the information supplied by the parent.

Staff ensure that pupils are only collected by someone they are familiar with, or is expected by the child. Anything unusual or out of the ordinary is double-checked with the parent. If the parent cannot be contacted, the child remains in the staff/adult's/party leader's care until contact and confirmation is received.

SENIOR DEPARTMENT COLLECTION AND HOMEWORK CLUB

The school recognises that many of the senior department pupils travel home independently, either by public transport or by walking or cycling. Pupils are dismissed from school at 3.45pm and make their way to the school transport. Parents are permitted onto the school site in their vehicles from 4pm when pupils can be collected through the drive through drop-off/collection point.

The school provides an after school homework club which takes place in Room 17. Any pupils partaking in after school provision must be in Room 17 by 4.00pm.

The school recognises that traffic within the area can be problematic meaning that some pupils may not be collected promptly. All pupils not collected by 4.05pm must go to Homework Club in Room 17 until their parents have arrived.

If a child has not been collected by 6pm and school has not heard from the parent, the school will try to contact them.

If the school is unable to contact the parents, the school will work down the list of emergency contact numbers. It is, therefore, essential that parents inform the school of any contact changes immediately they occur. Pupils in the Senior School will be allowed to use their mobiles to check for alternative numbers etc.

Where agreed with parents the school would arrange for pupils to be transported by taxi at a cost to the parent.

EXTRA-CURRICULAR ACTIVITIES AND TRIPS (Senior Pupils)

If pupils are taking part in extra-curricular clubs, there is a procedure for their collection.

When any senior student attends an after school, activity staff must be clear how that student will be travelling home on that evening.

No pupil should be left unattended by an adult at any time, and it is the responsibility of the extra curricular activity provider to ensure that all pupils are collected.

If a pupil remains uncollected 15 minutes after the activity has ended and it is before 6pm, the pupil will be sent to the homework club in Room 17.

If there is no homework club for whatever reason, or if the activity finishes after 6pm, the member of staff remains with the pupil until he/she is collected.

Where pupils are to be collected by car, parents must arrange to collect their child at the drop-off zone outside the sports hall, or on the main road if pupils have a teacher with them.

Similarly, if a school trip returns to school later than 6 o'clock, the party leader remains on site until the last pupil is collected.

A phone call to the parent is made using the information supplied by the parent. Pupils will also be allowed to check their mobile phones for alternative telephone numbers.

Staff ensure that pupils are only collected by someone they are familiar with, or is expected by the child. Anything unusual or out of the ordinary is double-checked with the parent. If the parent cannot be contacted, the child remains in the staff/adult's/party leader's care until contact and confirmation is received.

Reviewed by the Head Teacher and Senior Management Team – September 2025