



Manchester
Communication
Primary
Academy

Manchester Communication Primary Academy

DROP OFF AND PICK UP

Arrangements 2018

Approval History

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Revision History

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CONTENT

<u>Introduction</u>	1
<u>Nursery</u>	2
<u>Reception and KS1</u>	3
<u>KS2</u>	3
<u>Premier Sport After School Provision</u>	5
<u>External After School Provision</u>	5
<u>Parental Responsibility</u>	5
<u>Failure to Collect a Child</u>	5

Introduction

At the end of the day parents will pick their children up from the nominated exit; we ask you to be patient, stand behind the painted line and think of others. If you need to speak to a teacher then the teacher will be happy to talk with you but you must be prepared to wait until the children have been safely handed over to parents/ nominated responsible adult.

Nursery

- Nursery - drop off 8:50am and pick up 3:00pm (2:00pm Friday)
- Parents/carers should drop and collect children from the playground entrance.
- Only parents and nominated others can collect EYFS children- we require this information to be included on the data sheet, this will be kept on the Academy's database.
- Your child will be handed to you using the hand-to-hand method.
- If a child is going to be collected by another person, you will be required to let the teacher or office staff to know. In addition to this an agreed password should be used.
- We do not offer extracurricular activities to nursery age children.

Reception and KS1

- Children can attend breakfast activity club from 8:00am with last admission at 8:25am; children should enter via the hall side door (you will see breakfast club sign on the door). The cost is £1 per day.
- Children not attending breakfast club are admitted at 8:50am from the Academy playground.
- Parents/ carers will normally collect via the playground access at 3:15pm. (2:00pm Friday)
- Children can attend extra - curricular activities (Club), parents should collect children at 4:00pm, from the dinner hall exit.
- Only parents and nominated others can collect children - we require this information to be included on the data sheet.
- If a child is going to be collected by another person, you will be required to let the teacher or office staff know. In addition to this an agreed password should be used.

KS2

- Children can attend breakfast activity club from 8:00am with last admission at 8:25am; children should enter via the hall side door (you will see breakfast club sign on the door).
- Parents/ carers will normally collect children the playground/ front of school access at 3:15pm (2:00pm Friday). If parents/carers wish for their child to walk/ cycle home then this

should be put in writing, as responsibility for the child from 3:15pm lies with the parent/carer.

- Children can attend extra - curricular activities (Club), parents should collect children at 4:00pm, from the dinner hall exit.
- Only parents and nominated others can collect children- we require this information to be included on the data sheet, this will be kept on the Academy's database.
- If a child is going to be collected by another person, you will be required to let the teacher or office staff know. In addition to this an agreed password should be used.

Premier Sport After School Provision

Premier Sport offer and staff after school care at MCPA. The club is available for children over the age of 5 and operates Monday – Thursday from 3:15pm to 5:00pm. The cost of each session is £5 (with a 15% reduction for siblings). Please ask our office staff for a more detailed letter. If your child attends the club they will be collected from the hall and Premier Sports will take a register. You can book on to this provision via the website www.Premiersport.org or contact Lee Parton on 07792850589.

Please understand that the provision is **not** run by MCPA staff.

Parental Responsibility

Once a parent or nominated responsible adult has collected your child then your child **is your (or the nominated person's responsibility)**. You must supervise your child in the playground and on the journey home. Manchester Communication Primary Academy will accept no responsibility for your child after you have collected them. This also includes any event that you may attend with your child after school e.g. parents' evening.

Failure to Collect a Child

MCPA will always endeavour to support parents and ensure that children are kept safe. It is important that children are collected promptly as staff have their own work/family commitments and it can be very distressing for children when parents are late.

If, due to unforeseen circumstances, you are going to be delayed please contact the school immediately.

Procedure if a parent fails to collect a child or contact the school.

In the event of a child not being collected at the end of the school day or session, the person in

charge will:

- Phone contact numbers given by the child's parents or carers
- We will take the child to Premier Sport After School Provision so that the child is kept safe and engaged (this will cost the parent £5). We will continue to contact the parent/carer. If no contact has been made after one hour, or sooner, or if staff have to leave, we will telephone the duty social worker and/or contact the local police.