

POLICY: PARENT PICK UP

1. Rationale

At St Michael's School we believe that all children should be provided with a safe environment and when being collected from school, children should be collected by a person authorised to do so.

2. Aim

- 2.1. To establish practices that provide children with a safe environment prior to parent pick-up, following dismissal in the afternoon and to assist parents with an orderly collection of their children.
- 2.2. To ensure that a child is going home with a person authorised to collect them within an adequate time frame.

3. Implementation

- 3.1. Once a parent has picked up their child they assume duty of care and supervision of the child. If a parent remains in the playground to talk with other parents or meet with a teacher, the child must remain with the parent at all times.
- 3.2. If you have arranged to collect your children in person, please collect them from the top playground following the dismissal bell. In some circumstances (if it is raining or extremely hot), an announcement is made and dismissal is from classrooms.
- 3.3. For the children's safety, children must not meet parents at their car or outside the school front gate. Parents must walk into the school grounds to collect their child/children and remain on the top playground.
- 3.4. After the 3.10 pm bell children are escorted to the top playground area to meet parents, catch the bus or go to OOSH.
- 3.5. Children who catch a bus are supervised on the top playground until their bus arrives.
- 3.6. Children who are not collected at dismissal time wait in the lower playground Undercover area for their parents with the children waiting for 'Slow and Go'.
- 3.7. Children not collected at the 'Slow and Go' area by 3.40 pm will be escorted to the school office to await collection.
- 3.8. The parents of children who have not been collected by 3.40 pm on a regular basis will be contacted by the Principal.
- 3.9. Parents are to provide details of who is authorised to pick up their child from school in writing. It is a parent's responsibility to advise of any change to these arrangements. This change is to be made in writing and sent to the class teacher.
- 3.10. If there are unforeseen changes to going home arrangements the following procedure will be in place.
 - 3.10.1. Parents are to ring the school office by 1.00 pm.
 - 3.10.2. A list of the children with changed arrangements will be given to the teachers during the lunch break.
 - 3.10.3. No phone calls or messages will be put through to classrooms in the afternoon session regarding changes to going home arrangements. This will ensure minimum disruption to learning time.
- 3.11. If there are unforeseen changes to arrangements after 1.00 pm – the following procedure will apply:
 - 3.11.1. Do not call the school office as no phone calls or messages will be put through to classrooms in the afternoon session regarding changes to going home arrangements. This will ensure minimum disruption to learning time.
 - 3.11.2. Children will go to their nominated pick up area as indicated in their diary.
 - 3.11.3. If the child is not collected at their nominated pick up point due to changed arrangements, the child will then be escorted to the 'Slow and Go' area for collection.
 - 3.11.4. Children not collected at the 'Slow and Go' area by 3.40 pm will be escorted to the school office to await collection.
 - 3.11.5. The only exception to this arrangement would be in relation to bus travel or children walking home due to an unforeseen emergency change in arrangement.

4. Evaluation

The policy will be evaluated annually.