



St Francis Catholic Primary School

‘I am a Sign of God’s Love.’

Drop-Off and Collection Policy

Signed: Mr. Peter Gough
Chair of Governors

Date: June 2025

Drop-Off and Collection Policy

School Mission Statement

'I am a Sign of God's Love.'

At St. Francis we love, learn and grow in the footsteps of Jesus and are active signs of God's love through praying, respecting and serving others.

School Playground Facilities

Playgrounds in school are available for use to staff and pupils all day and are an extension of the classroom. In the playground we have a Prayer area for classes to access as they wish to, we also have an 'Outside Classroom' which can be used throughout the day. Physical Education also takes place in both playgrounds and the school field throughout the day.

Pupil's Arrival to School

Morning Drop-Off Times: 8:40 - 8:50am

- School gates open at 8:40am and close promptly at 8:50am.
- Two members of staff will be present at the gate to welcome pupil into school.
- All pupil must enter school on their own - parents and carers are not allowed through the same gate.
- This is a safeguarding procedure in place to ensure once pupil are through the gate, they cannot get out of the school grounds.

Late Arrivals

- Pupil arriving after 8:50am (when the Mill Road gate closes) must enter through the main Reception area.
- Late arrivals are recorded as arriving after the register has closed.
- Pupil arriving after 9:20am are marked as:
 - Absent for the morning session, OR
 - Medical (if arriving after a medical appointment).
- Office staff maintain a list of all pupil who arrive after the register has closed for emergency procedures, including fire evacuation.

Visiting the School Office

If parents or carers wish to visit the School Office after morning drop-off, please go through the main Reception Gate off the Church car park after 8:50am. Please note that staff are not permitted to open this gate while the gate on Mill Road is open due to the arrival of pupils in the vicinity. This ensures pupil cannot get out onto the car park area.

Pupil's Collection Times

Infant Pupil (EYFS/KS1) - 3:10pm Collection

- Parents and carers are asked to arrive to collect Infant pupil at 3:10pm.
- If you arrive before the gate opens, please stand in an orderly queue at the hedge side of the entrance on Mill Road.

- Two members of staff will open the gate and call in Infant pupil's parents and carers
- All Infant pupil will be kept safely in the playground until collection.
- **Mixed Family Collection:** If you have pupil in the Junior classes as well as Infant classes, we ask that you collect your child/ ren all at the Junior (KS2) collection time.

Junior Pupil (KS2) - 3:15pm Collection

- All Junior pupils will be brought into the playground for their collection time of 3:15pm.
- Parents of Junior pupils will be called in at 3:15pm by a member of staff on the Mill Road gate.
- A member of staff will also call in all Infant and Junior pupil at this time.

Collection Procedures

- All parents and carers MUST follow the one-way route set out in the playground.
- A member of staff will be at the playground gate to hand the pupil over to each parent or carer collecting.
- Parents and carers will then make their way out of the playground gate and through the main Reception gate into the Church car park with their child/ ren.
- The gate on Mill Road closes at 3:20pm and pupil MUST be collected on time.

Late Collection

- We understand that on the odd occasion, an emergency may come up and you may be late for collection time.
- Please inform the School Office if you are going to be late.
- Office staff will call parents after the exit gate has closed, if they have not been collected and we have not been informed of a late collection.
- Regular late collections will incur a fine as staff are paid to look after pupil after their contracted hours.
- If you are late on the odd occasion, please collect your child/pupil via the Main Reception Gate - entry through Church car park.
- Your child/ ren will be handed over to you at this stage.

Early Pick-up

- If you require to pick your child up early for a medical appointment, please arrive no later than 2:45pm.
- This allows a member of the office staff to collect your child and it does not interfere with the end of the school day.
- Please call in advance to inform the Office Staff that you will be collecting early and have evidence which can be copied and put onto your child's records.
- Please note: regular early pick-ups are not permitted as all pupil have a right to a full education, this falls under safeguarding of your child.

Special Arrangements

- Any other regular drop-off and collection times and procedures for individual pupil/families MUST be approved by the Head Teacher.

Important Safeguarding Information

Our Commitment to Safeguarding

- All drop-off and collection procedures are St. Francis policy and MUST be adhered to in the interest of safeguarding all pupil.
- Safeguarding is our main priority at all times and we will not compromise this in any event.
- Safeguarding is everyone's responsibility including staff, parents and the general public.

Community Considerations

- We ask that you consider our neighbours and the general public when queuing outside the gate and allow them room to pass by.
- We also ask that you do not park over neighbouring houses' driveways.
- Any parent or carer that does this will be reported to the Civil Enforcement Department.
- In the interest of all of our pupil we ask that our safeguarding policy for drop-off and collection are adhered to.

Church Car Park

- Please note that St. Francis do not have a school car park.
- School has been given permission by the Parish Priest to allow staff and parents to park there, which we are grateful for.
- Please be considerate when parking and do not block entrances/exits or other cars at any time.

Responsibility of School

- It is outside of the school's jurisdiction to patrol the car park or the area outside of the school grounds.
- We ask for the utmost consideration for everyone to ensure a safe drop and collection time for our whole community.

Further Assistance

Please ask a member of staff if you require any further assistance with this policy of drop-off and collection.

This policy is implemented to ensure the safety and security of all pupil at St. Francis Primary School. Thank you for your cooperation and understanding.

Signed: Mr. Peter Gough

Date: June 2025