

# Springbank Primary School



## Character Education Values

Courtesy-Forgiveness-Determination-Self-Discipline-Gratitude-Honesty

Our whole school vision is:

Springbank Primary is a place where all of our children and staff will have the opportunity to excel. Everyone will be safe, happy and cared for. Our curriculum and values will inspire everyone in the school family to be motivated and curious learners and offer core skills, knowledge and enrichment to enable all to gain the foundations for a quality future and a love for life-long learning.

In all we do we remember our school motto:

**Caring-Happy-Healthy-Sporty-Scientific**

## School Values

Sportsmanship-Tolerance- Appreciation- Respect-Friendship-Integrity-Sensitivity-Helpfulness

## Handover Policy

October 2020



Policy Lead: Julie Vaccari



Link Governor: Sara Dunn

## Strategic Business Committee

Springbank Primary School is committed to equal opportunities for all. It is our aim that every policy is written to have a positive impact on every child/all children irrespective of race; religion; gender; sexual orientation or age.

Springbank = success for all

There is a key that unlocks every child's learning, our job is to find that key

Every staff member and governor must take the responsibility and accountability to ensure the procedures within this policy are delivered and implemented as per Springbank School Policy.

## Springbank Primary School Handover policy

Due to current COVID restrictions, this policy has been placed temporarily on hold. Please see Appendix A for current drop off and collection procedures.

It is the school's policy to *only* hand over a child to a parent or carer whom we personally know or have authorisation. All parents are made aware of this policy and asked to introduce us to any carers who may be required to collect their child; either through the pupil information sheets, which are completed at the start of the school year, or by telephone if there are any changes.

If, in the event of an emergency or some other incident whereby a child needs to be collected by someone we are not familiar with, the procedure is as follows:

- The parent is required to give the name of the authorised collector. The collector on arrival at the school must have with them some personal identification and be identified by the pupil.
- If a member of staff is not entirely satisfied with the identification, the school reserves the right not to hand over a child until a further check has been made with the parent/guardian.

### DROPPING OFF

Children in KS1 and KS2 can be dropped off at school any time after 8:00am. Breakfast club begins at 8:00am. Parents/carers can accompany their children to the outside classroom door where a member of staff will be waiting with the class to meet and greet. Nursey and Reception open their doors at 9:00am.

### COLLECTION

Children are signed out at the end of the day by staff in the classroom.

Weekly sheets are provided and completed daily by the teacher using the key below:

M = Mum  
D = Dad  
S = Sister  
B = Brother  
C = Carer (child minder; authorised person; nursery key worker)  
G = Grandparent  
HA = Home alone (only after authorisation by parent/carer)  
C = After school club  
TG = Top Gate  
F = Friend  
DN = Day Nursery

### COLLECTION BY ANOTHER AGENCY

If a child is dropped off or collected by another setting, i.e. nursery or preschool the following procedures must be followed:

- 1: The child must be collected from the admin office at the front of school.
- 2: Carers from private day nurseries must have a handover book which will be signed by the adult to acknowledge the handover to another agency staff member as well as the class signing out sheet.
- 3: The carer must have identification (e.g. badge) which is checked by a member of staff or be an established known carer.
- 4: Two members of staff will check the children on the list. One person to collect the children and one person to sign off each child on handover in main entrance.

## Appendix A

### Drop offs

There is a need to have precise staggered times for dropping off in the morning and collection at the end of the day. If you have more than one child in your family, you can drop off in the morning and collect at the **latest time**. Please remember **only one parent/carer** to drop off and collect at the top gate. Staff will then walk the children into school. Those of you who can only come in cars due to disabilities or the needs of children will need to remain in the car and staff will either bring the children in or take them out to the car.

Staff Covid Marshalls will be stood at the gate from 8:25 until 9:30am to assist with the drop off of the children. There will also be staff waiting all the way down the path should any child need support.

	Nursery	Reception/Year 1	Year 2	Year 3/Year 4	Year 5/6
Drop off time	8:45am	9:00am	8:50am	9:10am	8:30am

### Collection

Sibling children will have an allocated 'inside school' space which will be the same every day. Social distancing will be in place using markers.

The time for sibling collection will be between 3.00pm and 3.10pm, please arrive no earlier than 3.00pm. The children will be called as you arrive.

Only one person from each family will be allowed onto the school grounds please wear a mask if you are able, anyone waiting must wear a mask and socially distance.

Collection time is 3.10pm to 3.20pm for children collected in the car park unless otherwise authorised.

Children who walk home alone, will leave school at **3.15pm**.

Remaining children will be walked up to the top gate by their class teachers at the following times:

Reception - 3.00pm

Year 1 - 3.05pm

Year 2 - 3.10pm

Year 3 - 3.15pm

Year 4 - 3.20pm

Year 5 - 3.25pm

Year 6 - 3.30pm

Nursery - 3.45pm

Please be prompt for pick up and not early. Any parents or carers who have not arrived at pick up time will need to wear a mask, as the children will be walked back into school and a member of staff will walk them back up for you. Please phone the office if you have a problem.