

Saol Christian School Morning Drop-Off & Pick-Up Policy

Saol Christian School is committed to ensuring the safety and wellbeing of all pupils during arrival to and departure from school. This policy outlines the procedures for morning drop-off and afternoon pick-up to maintain a secure and orderly environment.

1. Governance and Responsibility

Saol Christian School is governed by the School Administrator, who holds overall responsibility for pupil supervision arrangements. The Management Team (Headteachers) are responsible for the day-to-day implementation of this policy.

2. Morning Drop-Off

Pupils may not enter the school building before the designated opening time unless prior written permission has been granted. Parents/guardians must remain with their child until the child has been received by a member of staff. Entrance doors remain locked outside designated drop-off times.

3. Absence Notification

Parents/guardians are required to notify the school of pupil absences as early as possible on the day of absence. Absence information is recorded in accordance with the school's Data Protection Policy.

4. Afternoon Pick-Up

Pupils are released only to parents/guardians or to individuals authorised in writing by the parent/guardian. Staff will supervise pupils until they are collected.

5. Alternative Arrangements

Where alternative pick-up arrangements are required, prior written notification must be provided to the school. The school reserves the right to verify the identity of any person collecting a pupil.

6. Safeguarding and Visitor Procedures

This policy operates in conjunction with the school's External Visitor Policy and Child Safeguarding Statement. Nothing in this policy overrides safeguarding procedures.

7. Review and Approval

This policy is reviewed periodically and approved by the School Administrator. It will be reviewed at least every two years or sooner if required.

Approval

This Morning Drop-Off & Pick-Up Policy was approved by the School Administrator of Saol Christian School and is effective from the date of adoption.