



**When children are handed over to staff at school, the school acts "in loco parentis", that is, in place of the parents. The school takes responsibility for the safety and well-being throughout the time they are with the school.**

We inform parents of this policy at the beginning of the school year or when a child joins the school.

We do not seek to make life difficult or awkward for parents and we always do our best to accommodate emergencies. However we ensure the safety, security and well-being of the children as our priority.

## 1. Everyday procedure

- Before the first day at school of the pupils, parents have to inform the school on who will pick up their child and when, by carefully filling in the online Back to School Questionnaire (i.e. School Pick-up & Emergency Contact Details sections).
- During the year, parents who wish for another adult to collect their children from school on a regular basis or exceptional basis, are asked to inform the school via an email and/or a note in their child's communication book and provide the names and copy of the new authorised person's ID documents of.
- Parents or carers must inform the school via email or a note in the child's communication book, when someone other than their usual responsible person will be picking the child up.
- We ask parents for the name and request the authorised person brings proof of identity such as a passport or driving licence.
- Parents must make sure that people authorised to collect their child are known to the school staff and make themselves known to teachers at the end of the day.
- No adult other than those named will be allowed to leave the school with a child.
- Teachers will escort their own class to the school's doors every night and supervise the pupils' collection until 4.10pm.
- In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.
- Walking home alone:  
We do not allow our pupils to walk home alone.

## 2. When the nominated person is late or absent

- Whenever the parent/carer or nominated person is going to be late, the school has to be informed as soon as possible: the child will be informed and sent into "garderie" until the next responsible adult can come to school before 6.30pm. The "garderie" fee will be invoiced to parents at the end of the month.
- When the school has not been informed, all children not collected within 10 minutes will be sent to "garderie".
- In the case, the child is not collected by 6.30pm, the school will contact CSCB and follow their advice/procedure.



### 3. Early pick-up procedure

- These early pick-ups are only allowed for valid reasons such as medical appointments (NB: extra school activities or early flights/Eurostar are not acceptable reasons).
- If a child is to be collected before the end of the school day, the school is to be formally notified via email or a note in the communication book before the date.

*Charlotte BEYAZIAN 10/11/2019 (Review date: 11/2020)*