

Balmalloch Primary School and Nursery Class



Travel & Collection from School Policy



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responsi**B**ility

gr**A**atitude

BELIEVE IN YOURSELF

hu**M**ility and forgiveness

persever**A**nce

Love

ACHIEVE YOUR GOALS

h**O**nesty and gener**O**sity

respe**C**t

friends**H**ip & family

A Place of Enthusiastic Learning and Achievement!

Balmalloch Primary School & Nursery Class



Travel Policy – Active Travel

Introduction

At Balmalloch Primary School and Nursery Class, we encourage pupils and parents/carers to travel to school by cycling, scooting and walking wherever possible. To help with this we are working with UK charity Sustrans, to make sustainable and active travel more obtainable for everyone.

This school travel policy explains how we will be encouraging active travel to school. We will discuss the policy with the pupils and re-visit it periodically to ensure its relevance. For pupils unable to come by foot, bike or scooter we encourage car-share wherever possible.

Some of the benefits of active travel:

- Improving both mental and physical health through physical activity;
- Establishing positive active travel behaviour;
- Promoting independence and improving safety awareness;
- Reducing congestion, noise and pollution in the community;
- Reducing the environmental impact of the journey to school.

To encourage pupils to cycle, scoot or walk to school frequently the school will:

- Actively promote cycling, scooting and walking as a positive way of travelling;
- Celebrate the achievements of those who cycle, scoot and walk to school;
- Provide cycle and scooter storage on the school site;
- Provide high quality cycle training to all pupils who wish to participate.

To make cycling, scooting and walking to and from school a positive experience for everybody concerned, we expect our pupils to:

- Ride and walk sensibly and safely and to follow the Highway Code and Green Cross Code;
- Check that their bicycle or scooter is roadworthy and regularly maintained;
- Behave responsibly as a pupil of Balmalloch Primary School and Nursery Class, and to consider the needs of others when cycling or scooting;
- Ensure a cycle helmet is worn at all times when cycling/scooting to and from school;
- Ensure they can be seen by other road users, by using lights and wearing high-visibility clothing, as appropriate.

For the well-being of our pupils, we expect parents and carers to:

- Encourage their child to walk, cycle or scoot to school whenever possible;
- Encourage their child to take up opportunities to develop their competence and confidence in cycling or scooting;
- Consider cycling, scooting and walking with their child on the school run; possibly joining with other families as a 'cycle train';
- Provide their child with equipment such as high-visibility clothing, lights, a lock and cycle helmet as appropriate;
- Ensure that the bicycles and scooters ridden to school are roadworthy and regularly maintained.

If you have any ideas to improve things at or around school for pedestrians and cyclists, or questions about travelling to school, please get in touch with the school - Enquiries-at-balmalloch@northlan.org.uk and this will be passed to our Sports' and Health and Wellbeing Committees (see website).

Please note: The decision as to whether a child is competent to cycle, scoot or walk safely to and from school rests with the parent(s)/carer(s). The school has no liability for any consequences of that decision. Parents/carers are advised to take out appropriate insurance cover for bikes (check home insurance) as the school's insurance does not cover any loss or damage to bicycles and scooters.

Balmalloch Primary School



Travel Policy – School Bus/Kids' Club

Applying for School Transport

The parent/carer of pupils living 1 mile outside of the school grounds can **apply for school transport, completing the appropriate North Lanarkshire Council application form**. Confirmation will be received in writing if your child qualifies for a place on the school bus, which is essential for insurance purposes and for the appropriate size of bus to be provided to accommodate all of the passengers.

<https://www.northlanarkshire.gov.uk/schools-and-learning/school-transport/free-school-transport>

Arrangements for travelling on the school bus/using after school care

- Parents/carers are expected to **complete a 'School Bus/After School Care' form (Appendix C)** allowing the relevant information to be communicated to staff – teachers/support staff/clerical staff – to ensure pupils get on the school bus or attend after school care at the end of the school day, as instructed by the parent/carer.

Parents/Carers of Primary 7 pupils must sign the appropriate section to allow their child to choose the days they wish to go on the school bus.

It is the parent/carer's responsibility to ensure appropriate behaviour of their child on school transport, as failure to adhere to health and safety guidelines can result in the service being withdrawn.

- Registers for classes will be provided for teachers in folders and should remain there for reference. Support Staff, Clerical Staff and the Dining Hall Assistant will also have access to bus registers, outlining arrangements for school transport/after-school care for individual pupils.
- 9am - **Class Teachers** will ask all bus children if they are going on the bus as planned that day. Any child advising they are not going on the bus as planned should be noted on the back of the class register stating the day, name and reason.
- 9.15am onwards - **Clerical Staff** will update the **Bus Register Amendments form in the office based on any parent/carer phone calls or emails only.**
- 11am - **Dining Hall Assistant** will place calls to parents/carers to verify any changes and class teachers will be informed. The bus register will be placed back in the office.

- 2.50pm - **Identified ASNA** will collect the up to date register and meet children in the AV Room.
- **SLMT** have responsibility to ensure any new or supply staff working within their stages are aware of their responsibilities at 9am to check with learners and record on the back of the register.
- At the end of each day, pupils going on the school bus or attending Kids' Club will go to the AV room, meeting support staff and Kids' Club employees.
- Kids' Club employees will call out the register, identifying children attending on that day. They will then escort children to the Kids' Club bus. From 3pm Kids' Club employees are responsible for children using the service.
- Pupils should not touch any equipment, including musical instruments and laptops, when in the waiting area for the bus. Members of staff responsible for pupils at that time should ensure this is adhered to at all times and report any concerns to management.
- Support staff in Balmalloch Primary School will call out the register for pupils using the school bus on that day. They will escort children to the school bus and ensure they have a seat, checking seatbelts. **Please note there is no additional supervision on the school bus when the member of support staff alights.** Parents/carers should ensure there is a responsible adult collecting their child at the identified stop.
- **Parents/carers must contact the school office to advise of any changes:**
 Email - Enquiries-at-balmalloch@northlan.org.uk (More than 24 hours-notice)
 Telephone - 01236 632058 (Less than 24 hours-notice).
- Any changes received by the school office will be communicated to class teachers and support staff who hold responsibility for the children within their care.

Balmalloch Primary School



Collection from School Policy

Purpose

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of a school day, and guidance for parents/carers in the event of them being late/unable to collect their child.

Aims

- To keep children safe.
- To ensure that all members of the school community are aware of the correct procedures for the end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

Policy

- The school expects children to be collected at the end of the school day, which is 3:00pm for all children.
- At 3pm, the nominated responsible adult for Primary 1 pupils will enter the infant playground at the gate next to the car park to collect their child. All Primary 1 children will be brought to the class door by their teacher, or the teacher with responsibility for their class, and handed over to the nominated responsible adult as identified through the procedures outlined in this policy, ensuring security systems are adhered to.
- At 3pm, the nominated responsible adult for Primary 2 will enter the infant playground at the gate across from the junior playground. The Class Teacher, or the teacher with responsibility for their class, ensures the child is handed over to the nominated responsible adult as identified through the procedures outlined in this policy, ensuring security systems are adhered to.
- At 3pm, the nominated responsible adult for Primary 3 pupils will enter the Junior Playground and collect children at the main infant door. The Class Teacher, or the teacher with responsibility for their class, ensures the child is handed over to the nominated responsible adult as identified through the procedures outlined in this policy, ensuring security systems are adhered to.
- At 3pm, pupils in Primary 4 will be escorted by their class teacher to the main infant gate to meet the adult there to collect them. The Class Teacher, or the teacher with responsibility for their class, ensures the child is handed over to nominated responsible adult as identified through the procedures outlined in this policy, ensuring security systems are adhered to.
- Children in Primary 4 can walk home on their own, or accompany their sibling, if the appropriate permission slip has been signed, following a risk assessment completed by the parent/carer with their child, as outlined in this policy. (Appendix B)
- Primary 5-7 pupils are dismissed through the 'senior' gates and walk home independently unless otherwise instructed by the parent/carer, as outlined in this policy. (Appendix A)

- Children in P5-7 can walk home on their own, or accompany a sibling, if their parent/carer has signed the appropriate permission slip, following a risk assessment completed by the parent/carer with their child, as outlined in this policy. (Appendix A)
- If the person expected to collect the child is not there, the child will remain with the teacher and be escorted to the school office. Any child not collected at the appropriate time can be collected at the main door.
- It is essential that an up-to-date Data Check has been completed with contact information, including emergency contacts. Updating information regularly is the responsibility of the child's parent/carer, including telephone numbers, emails and emergency contact information.
- Children must be collected by someone over the age of 14 years. If staff are unsure of a young person's age, they will ask for proof before sending the child home.

If a parent/carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:

No child will be sent home with another person without the school receiving at least verbal permission from a person with parental responsibility.

1. The teacher will bring the child/children inside and ensure they are supervised.
2. The teacher will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
3. If no contact has been made by the parent/carer, the office staff will attempt to contact the parent/carer and the emergency contact by telephone.
4. Where appropriate, a member of staff will sensitively ask the child whether there is a reason that could account for their parent/carer being late.
5. Where appropriate, a member of staff will ask the child if they have any additional contact information.
6. The school will continue to try and contact the parent/carer and the emergency contact/s.
7. If contact cannot be made with the parent/carer or the emergency contact/s by 3.30p.m., school will contact the Customer Service Centre (Children's Social Care) to seek advice before making a final decision to send a child home.

Collection from School during School Hours

- Parents/carers should ensure that routine appointments (e.g.) to see the dentist or doctor, are made during the school holidays or after school. If your child needs to attend appointments during the school day, evidence of the appointment/s should be provided to the school office prior to the appointment day wherever possible so that this can be recorded. This information should be given to the Class Teacher who will pass the information to the school office to ensure the appropriate code is inserted on the local authority database - SEEMIS - and is not recorded as an unauthorised absence. When coming to collect your child to attend an appointment, parents/carers who have not provided evidence beforehand will be asked for evidence to validate the reason for the child to be collected from school during the day. Evidence could include a hospital letter, an appointment card or a text confirmation/reminder. Alternatively, a phone call/letter from the parent for a doctor/dentist appointment. If no evidence can be provided

parents/carers may be asked to speak to a member of the Senior Leadership and Management Team.

As part of our safeguarding procedures, please read the information below to enable you to make the most appropriate decision for you child. Please refer to information appropriate to the age/stage of your child outlined in this policy.

Procedures

As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day.

Primary 1-4

Parents/carers of children in P1-4 will be issued with a 'Collection from School' form to identify the main adult collecting their child at the end of the school day. Parents/carers will be asked to identify a password that will be used in the event that another adult has to collect their child from school (e.g.) end of the school day, appointment during the school day, emergency etc. We will not send a child home with someone else unless this has been communicated previously to the school. Passwords will be recorded as part of transition arrangements in Primary 1 and will only be changed if the parent/carer contacts the school with updated information.

The school office staff will report any changes to the class teacher and support staff, responsible for the school bus and escorting pupils to Kids' Club staff. The Class Teacher will be responsible for ensuring that they share this information if someone else will be sending the child home. When informing the school by telephone call or email, parents/carers should indicate if this is an on-going arrangement or a one off situation. If the arrangement is likely to be frequent, the information will be added to the register so that all staff can be made aware of the arrangement.

Parents/carers should contact the school by telephone (less than 24 hours in advance - 01236 632058) or through the Enquiries Mailbox (if known 24 hours in advance - Enquiries-at-balmalloch@northlan.org.uk) if collection arrangements for their child change for a particular day.

- Pupils in Primary 1 and Primary 2 will be collected at their external class door.
- Pupils in Primary 3 will be collected from the main infant door in the junior playground.
- Pupils in Primary 4 will be collected from the main infant gate.
- Pupils will line up in the order of their register and their first name (and surname initial in the event of more than one pupil in the class with the same first name) shouted out to enable the adult to step forward to collect them, ensuring safety and security. It is essential that appropriate space is left at the school gate to allow the teacher/child to identify the responsible adult.
- A card will be held up by the class teacher/supply teacher to show the class being released at that time. This will allow parents/carers/grandparents to look out for their child/children and give a wave of acknowledgement to the class teacher for security reasons.

Primary 5-7

Walking To and From School Unaccompanied

There is a growing trend for the older children in the school to walk home unaccompanied at the end of the school day or at the end of an after school club/educational outing/school event (e.g.) disco. While we as a school promote independence in our children, we are always mindful that safety and security should come first, particularly as the evenings start to get darker in the winter period. **Only pupils in Primary 5, 6 and 7 can go home on their own provided that both the school and family have no concerns about the child's ability to keep themselves safe and that the school receives permission in writing from the parent/carers. Letters are sent home at the start of each academic year for children in Primary 5, 6 and 7 (see appendix A) so that parent/carers can request the Head Teachers' agreement for this to occur.**

As part of our safeguarding procedures we have an up to date register of all children who have been given permission to walk home alone which will be regularly updated. This is kept up to date by the school office staff who will ensure that teachers of children in Primary 5, 6 and 7 have a class list with information about the arrangements for each child. This should be displayed in the classroom in case a supply teacher is taking the class. A copy will also be kept with the member of the Senior Leadership and Management Team responsible for those year groups, the school office and by support staff responsible for the school bus and escorting pupils for collection by KCC.

Parents/carers should ensure that their child understands the Green Cross Code/Road Safety, is aware of stranger danger and clearly understands what action to take in case of an emergency. It is advised that children of primary age walking home alone go straight to an agreed residence and do not go home to an unsupervised dwelling.

Equality

We will never discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation, as outlined in the Equality Act 2010. We are committed to treating all pupils fairly and challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. This policy is fair, it does not prioritise or disadvantage any member of the school community and it helps to promote equality and accessibility at our school. The curriculum is planned to be inclusive and meet the needs and interests of a full range of learners. Activities and resources will be differentiated and adult support used to ensure that children assess the curriculum and make the best possible progress

Safeguarding Commitment

The school is committed to safeguarding and promoting the welfare of children, in line with Child Protection and Safeguarding Policy 2018, and expects all staff and volunteers to share this commitment. We take seriously our duty of care to our pupils and staff

Appendix A

Balmalloch Primary School



Permission to walk home unaccompanied - P5/P6/P7

Dear Parent/Carer

There is a growing trend for the older children in the school to walk home unaccompanied at the end of the school day or at the end of an after school club, educational outing or school event (e.g.) disco.

While we as a school promote independence in our children, we are always mindful that safety and security should come first, particularly as the evenings start to get darker. It is school policy that only children in Primary 5, 6 and 7 are allowed to walk home on their own, provided that the school and family have no concerns about the child's ability to keep themselves safe and that the school receives permission in writing from the parent/carer.

Parents/carers should ensure that their child understands the Green Cross Code/Road Safety, is aware of stranger danger and clearly understands what action to take in case of an emergency. It is advised that children of primary age walking home alone go straight to an agreed residence and do not go home to an unsupervised dwelling.

Please also bear in mind that there is an expectation that children will independently follow all school rules whilst waiting in the playground at the beginning of the day and behave in a way that demonstrates respect and consideration for others, promoting our school and nursery values. Failure to do so will result in the permission to be on the school premises unaccompanied withdrawn.

As part of our continual assessment of our safeguarding procedures we would like to ensure that we have an up to date register of all children who have permission to walk home alone. If you give permission for your child to walk home alone, please complete the details below: **This form MUST be filled in and returned to the school office before children can walk home alone.**

Yours sincerely

Ruth McCarthy
Head Teacher

Appendix A

Balmalloch Primary School and Nursery Class



Consent Form - Arrangements for Safe Return Home of Pupils - P5/P6/P7

Child's Name: Class: Stage: _____

Date:

I /we consent to my/our child being allowed to walk home from school alone after the school day.	
I/we consent to my/our child being allowed to walk home after attendance at an 'After School Club'.	
I/we consent to my/our child to walk home after attendance at a school event held in the evening (e.g.) outing etc.	

Signed: Date:

Name:

Special instructions when consent is not given:

Arrangements at the end of the school day	
Arrangements following attendance at an after school club/outing	
Arrangements following attendance at an evening event	

Signed: Date:

Name:

Appendix B

Balmalloch Primary School and Nursery Class



Collection of Pupils P1-4

Dear Parent/Carer,

Each year, in line with our 'School Travel and Collection from School' policy, we update our records to show children who attend Kids' Club, go home on the school bus, are collected at the school gate by an adult or travel home independently with parent/carer permission. We continue to review our procedures annually in line with Child Protection and Safeguarding guidance. A register indicating the responses of parents/carers is compiled and issued to all class teachers/support staff and these are also displayed where children line up, improving the safety and security of children in our school.

To improve safety and security measures further and build on the positive experiences children have in nursery, we would ask you to complete the tear-off slip to indicate who collects your child Monday to Friday. This information will be displayed in the infant classrooms, ensuring children are collected by the named person on the appropriate day.

Understandably circumstances can change at times and alternative arrangements may need to be made by the child's parent/carer. A new system has been put in place to support us in keeping children safe at all times if you need to make any **temporary** changes to arrangements and the information we hold.

Parents/carers are advised to telephone the school office to make any changes, (less than 24 hours-notice - telephone: 01236 632058/more than 24 hours-notice - email: Enquiries-at-balmalloch@northlan.org.uk) providing the name of the authorised adult collecting their child at the end of the school day and a password the adult will say on collection of the child. This information will be recorded on a slip, which will be given to the class teacher. At the end of the school day, if the adult listed on the pupil collection sheet is not in the playground and the class teacher has not been notified of any changes, the child will be asked to wait and be taken to the school office when the other children have been dismissed. **Children will not leave the school unless the adult collecting the child has been given permission by the parent/carer and the above procedures have been followed.**

I thank you for your continued co-operation and support,

Yours faithfully,

Miss McCarthy
Head Teacher

Balmalloch Primary School and Nursery Class



Collection of Primary 1-4 Pupils

Pupil's Name: _____ Date: _____

Class: _____ Stage: _____

Class Teacher: _____

My child will be collected by the following person/people:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Named Person:	Named Person:	Named Person:	Named Person:	Named Person:
Relationship to Child:	Relationship to Child:	Relationship to Child:	Relationship to Child:	Relationship to Child:
OR	OR	OR	OR	OR
Please sign if your child (P4) has permission to walk home alone.	Please sign if your child (P4) has permission to walk home alone	Please sign if your child (P4) has permission to walk home alone	Please sign if your child (P4) has permission to walk home alone	Please sign if your child (P4) has permission to walk home alone
Please sign if your child will go home with a sibling in school.	Please sign if your child will go home with a sibling in school.	Please sign if your child will go home with a sibling in school.	Please sign if your child will go home with a sibling in school.	Please sign if your child will go home with a sibling in school.

PASSWORD:

(if an alternative adult is collecting your child)

If any changes are made to the above information, I understand my role in contacting the school office to advise the school of this and provide a password.

Parent/Carer's Name: _____

Date: _____

Parent/Carer's Signature: _____

Appendix C

Balmalloch Primary School and Nursery Class



School Bus/After-School Care Arrangements

Pupil's Name: _____ Date: _____

Class: _____ Stage: _____

Class Teacher: _____

- Please choose from the following options or provide alternative arrangements below.
- Please ensure you tick the days your child will be using the school bus (after school).

School Bus

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Please sign if your child (P7) has permission choose to go on the bus or not.	Please sign if your child (P7) has permission choose to go on the bus or not	Please sign if your child (P7) has permission choose to go on the bus or not	Please sign if your child (P7) has permission choose to go on the bus or not	Please sign if your child (P7) has permission choose to go on the bus or not

Please ensure you tick the days your child will be using after school care (Kids' Club)

After School-Care

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Alternative Arrangements:

If any changes are made to the above information, I understand my role in contacting the school office by telephone (less than 24 hours-notice) or by email (more than 24 hours-notice).

Parent/Carer's Name: _____

Date: _____

Parent/Carer's Signature: _____

Appendix D

Balmalloch Primary School and Nursery Class



Security Passwords for Collection

P1-4

[illegible]

Appendix E

Balmalloch Primary School and Nursery Class



School Bus/KCC Amendment Form

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