

# POLICY: COMMUNICATION OF ARRANGEMENTS FOR GOING HOME IN THE AFTERNOON

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## 1. Rationale

At St Michael's Primary School we believe that all children should be provided with a safe environment and have clear communication on their going home arrangements.

**It is the responsibility of parents to advise their children on their going home arrangements prior to attending school each day.**

## 2. Aim

- 2.1. To establish practices which give a child certainty regarding their going home arrangements to help minimise the stress and confusion for the child.
- 2.2. To ensure that a child is going home with a person authorised to collect them.
- 2.3. To utilise the child's diary as a method of providing communication to children, parents and St Michael's staff on arrangements for a child to go home, particularly when arrangements vary.
- 2.4. To establish clear guidelines on the procedure to be followed should changes to going home arrangements arise in order to minimise interruptions to valuable lesson time.
- 2.5. To ensure that messages regarding emergency change in arrangements can be given to the child prior to dismissal time.
- 2.6. To provide an opportunity for children to use their diary as an organisational tool.

## 3. Implementation

- 3.1. **Parents to use their child's diary to communicate to the child how they will be going home.** If there are changes to how your child goes home, there should be a note made in the child's diary on how the child will go home. The following abbreviations may be used in the diary to assist with this communication method:

BP – Back path	BUS – Bus	OOSH - Oosh
SG – Slow and go	PPU – Parent pick up	WH – Walking home

- 3.2. Parents are to provide a details of who is authorised to pick up their child from school in writing. It is a parent's responsibility to advise of any change to these arrangements. This change is to be made in writing and sent to the class teacher.
- 3.3. If there are unforeseen changes to going home arrangements the following procedure will be in place.
  - 3.3.1. Parents are to ring the school office by 12.30 pm.
  - 3.3.2. A list of the children with changed arrangements will be given to the teachers during the lunch break.
  - 3.3.3. No phone calls or messages will be put through to classrooms in the afternoon session regarding changes to going home arrangements. This will ensure minimum disruption to learning time.
- 3.4. If there are unforeseen changes to arrangements after 12.30 pm – the following procedure will apply:
  - 3.4.1. Do not call the school office as no phone calls or messages will be put through to classrooms in the afternoon session regarding changes to going home arrangements. This will ensure minimum disruption to learning time.
  - 3.4.2. Children will go to their nominated pick up area as indicated in their diary.
  - 3.4.3. If the child is not collected at their nominated pick up point due to changed arrangements, the child will then be escorted to the "Slow and Go" area for collection.
  - 3.4.4. Children not collected at the "Slow and Go" area by 3.40 pm will be escorted to the school office to await collection.
  - 3.4.5. The parents of children who have not being collected by 3.40 pm on a regular basis will be contacted by the Principal.
  - 3.4.6. The only exception to this arrangement would be in relation to bus travel or walking home due to an unforeseen emergency change in arrangement.

## 4. Evaluation

The policy will be evaluated annually.