



SCHOOL COLLECTION POLICY

Aim

Pioneer Village School aims to provide a safe environment and ensure all students are adequately supervised. It is an expectation that all parents or guardians collect children from school at 3:00pm. Years K - 2 children are to be collected from the classroom. Children in Grades 3-6 may be collected from the drop zone or carpark as arranged by the parent. The School must be notified in writing if the bus is to be used. Any child not collected or unsure should be advised to go to the class teacher or the school office to ensure they are able to be collected safely from school.

Late Pick Up Protocol

- If by 3:15pm, students have not been picked up by their parents or guardians, the class or duty teacher is required to escort them to the office and inform the reception. Students are not to walk to the office without a staff member.
- Students will be allowed to stay at the drop off zone alone without a teacher if a note has been provided by a parent/guardian stating their allowance.
- In the case of late parents, the School will ring the parents and inform them that their child must be picked up as soon as possible. Staff cannot supervise the children past 3.15pm due to extra-curricular commitments and meetings, and that late pick-ups will be monitored.
- Students will be directed to Camp Australia for emergency care after 3:30pm if they are currently enrolled with Camp Australia.
- Class teachers are, however, ultimately responsible for their students. As such the teacher must maintain communication with Reception to ensure the child is picked up well before closure. If there is likely to be a lengthy delay, or the parents/guardians or emergency persons are not contactable, the class teacher must stay with the child beyond school closure until such persons are contacted and the child collected. In such a case the teacher will be required to take over phone communications after office staff have left, or ensure another staff member can take responsibility for the child. Beyond this, if there are difficulties in supervision and/or communication with the family concerned, the Principal must be contacted immediately.
- The secretary is required to maintain a register of late pickups including the name of the child, the year level and the date of the occurrence. This is to monitor possible pick up trends among families. Where trends are developing, the Principal will speak to the parents involved, advise them of the trends noted and seek resolution to the issue.

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Pioneer Village School

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