



**Cayman Prep & High School
Collection and non-collection Policy
FOR THE HIGH SCHOOL
2023-2025**

Approved by: HS Principal

Date: June 2023

Reviewed by: Pastoral Team & Head of Pastoral Care & Student Services

Next review due by: June 2025

At Cayman Prep and High School, we recognise that the school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. In performing this duty of care, we recognise that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that the following is adhered to upon collection of students at the end of the school day.

Guidance

On admission to the school, parents are asked to complete specific information regarding contact information. Please ensure that this remains current and contact the school office if there are any changes.

At High School, there is designated supervision during school operating hours from 7.30am until 4pm. To account for traffic, the School operates on site provision from 3.15-4pm whereby students can either use the school library (when supervised) and or remain under the gazebo area until pick up from parents. KS5 students may remain in the Sixth Form Common room.

To ensure the safeguarding of all students, it is imperative that all students remain in the areas outlined above, unless they have direct supervision of a member of staff.

To ensure safeguarding, students are not permitted to enter any classroom or learning space without the direct supervision of a member of staff.

Parents and Guardians

On Site Collection

Considering the above, parents and guardians are responsible for ensuring that your child/children are collected before 4pm, unless involved in activities, clubs or fixtures with direct supervision.

Please note that as per our Mobile Phone/ Personal Devices Policy, students are not allowed to use mobile phones on school site. Consequently, we ask that as parents and guardians, you please support the school by informing your child/ren not to communicate via a portable/personal device during the school day and on school site, but to communicate all information/messages via the school office. We also ask that you arrange adequate provision for your child/children to leave school independently or be picked up by 4pm.

If a child is not collected by the expected time at the end of the school day, the school will contact parents to ascertain the time of pick up for their child/children.

Off-Site Collection

For any educational event or visit that leaves the school grounds, staff are expected to complete a risk assessment and to ensure that parents are adequately informed regarding the collection of students after whole school events.

A register of all students is taken, prior to the commencement of the off-site school event, prior to the return journey and at any other relevant stage.

Consequently, we ask that as parents you ensure the following:

- You read through all information regarding collection for set off site school events
- Ensure your child/children are collected within 15 minutes of the time stated
- Inform the school and teacher directly involved via email or written consent, in advance of the event if you have made preparation for your child/children to leave the off-site school event independently.
- Contact the school by phone and teacher directly involved via email immediately if there are unforeseen circumstances that have led to you being prevented from collecting your child/children on time.