



Drop off and pick up policy

Drop off

Poppies and Petals classes are drop off classes.

Within class time the lead teacher is responsible for the students.

The lead teacher will administer first aid if necessary during this time (see our first aid policy).

The students' carers are not allowed to drop the student off before class begins and may not leave until the teacher has specified.

The main door will be locked during class.

If the carer who drops the child up will not be picking them up, they must inform the teacher of who will be picking the child up (including their relation to the child.)

Pick up

Parents are required to arrive 5 minutes before the class ends.

Parents who are more than 5 minutes late for pick up will be contacted via phone.

If a carer arrives to pick up the student who is different to drop off (and the teacher was not informed). The lead teacher is required to call the next of kin on the students contact form to confirm the student is allowed to go home with the carer present.