Our Lady of Mercy Catholic Education Trust

St Anthony's Girls' Catholic Academy

Policy type:	School
Policy:	**Collection of children from school during school hours for appointments**
Ratified by MAT Directors:	December 2019
Head Teacher signature:	M. Shepherd.
Chair of Directors signature:	
Review Date:	December 2020
Ownership:	M.Lanaghan (Deputy Head)

Collection of children from school during school hours for appointments

Policy Addendum in response to Covid-19

This addendum will be reviewed in response to local and national guidance and procedures and revised as required.

From 15th June 2020 the Academy will be extending the provision currently offered to vulnerable children and the children of Key Workers to include face to face time with students in Years 10 and 12.

Whereas our ethos and principles remain unchanged there are some practical changes to our daily routines in order to safeguard all members of the school community.

Policy Update during Covid-19 Pandemic:

- Parents/carers collecting their child for an appointment during the school day must meet their daughter at the Westburn entrance to the school site and a member of staff will escort them to the gate.
- Parents/Carers are only allowed on the school premises in the case of an emergency.

Information for Reception Staff and Pastoral Staff

Collection of children from school during school hours for medical/dental appointments:

1. Parent/Carer or their representative – the named SIMS contact(s) must collect the child for the appointment.

2. Children under 16 are not allowed to leave school unaccompanied during school hours.

3. The school is in "loco parentis", until such time as the child is collected by the parent/carer or their representative – the named SIMS contact(s).

4. If a child has an appointment slip for doctor, dentist or similar the student needs to inform the class teacher, come down to Westburn Reception in time for their appointment and await collection by parent/carer or their representative.