



**BOTANIC PRIMARY SCHOOL
AND NURSERY UNIT**

Children travelling to and from school

March 2025

Botanic Primary School And Nursery Unit

Policy for children travelling to and from school

Introduction

The safety of our pupils is of utmost importance and this policy has been developed to:

- Ensure the safety of all pupils to and from school
- Enable staff to adopt a consistent approach
- Inform parents / guardians about guidelines for children travelling to and from school

Ethos

At Botanic Primary we aim to provide a positive, supportive and stimulating environment for all our children.

We aim to provide an environment where children are:

- **Encouraged**
- **Seen**
- **Valued**

Children are encouraged

We wholeheartedly encourage children to take pride and put forth their best efforts in everything they do. We believe that when students strive to do their best, they not only achieve success, but also contribute positively to our school community and their wider community in the long term.

Children are seen

We see the children for their strengths, personal qualities and individuality. We notice and celebrate their achievements, not only with learning but also with personal growth (no matter how small something may seem). Every child's accomplishments matter - we ensure that our recognition is diverse and inclusive. By recognising both academic and personal achievements, we inspire our students to reach their full potential and become well-rounded individuals

Children are valued

Botanic PS can be described as 'naturally integrated' with our school community representing a range of cultural and ethnic backgrounds. **We foster a welcoming ethos where everyone is valued. Mutual respect is paramount at all levels of our school community. Botanic Primary is a 'Controlled School.'**

Mission Statement

With our school ethos at heart, it is our aim at Botanic Primary that our children:

- **Delight in effort**
- **Delight in achievement**
- **Delight in respect**

Key Points - (bearing in mind we can take no responsibility for the child until they present at the door of the school).

- Children in the Nursery Unit must be brought to and collected from the Nursery classroom by a responsible adult (over the age of 16 years) ***Parents must not take children without telling a member of staff and should ensure their child goes right into the Nursery classroom in the morning before leaving them.***
- Children in Years 1 - 4 must be brought to and collected from the appropriate school door by a responsible adult (over the age of 16 years)
- Children in Years 5 - 7, of appropriate maturity, must have a permission slip signed by parents / guardians if they are going to come to school or go home from school on their own
- Although the school would not recommend it we recognise that in exceptional circumstances parents wish to send children to school or back home in a taxi unaccompanied. It is important parents inform the school if this is to be the case and that the taxi company are aware that they need to identify themselves to a member of staff and show identification when collecting children.
- School staff reserve the right to ask for ID if they are unsure that a person is over the age of 16 years or are unsure who the person is.
- The school needs to be informed if a different person is going to collect children, or if parents are unavoidably delayed, so that the children can be informed of the change in circumstance.

Uncollected Children

- All children are informed not to leave the school grounds at the end of school on their own if they are usually collected.
- Please note staff often have additional duties in the afternoon and it is important children are collected promptly
- Uncollected children must be accompanied by the class teacher to the School Office.
- The class teacher will ask the School Secretary to contact the parents.
- They will then wait in the Reception Area until collected.
- If the child has not been collected, and parents/carers cannot be contacted by 4.30pm the Principal / Designated Teacher for Child Protection should be informed, by 5pm Social Services will be contacted if no relative can be contacted.

Appendix 1

Permission Slip for Y5, Y6 and Y7 pupils



Permission Slip for a child in Year 5 - 7 to come to school or go home on their own

I give permission for my child to come to school and/or go home from school on their own on:

Monday Tuesday Wednesday Thursday Friday (please ring as appropriate)

My child is in:

Year 5 Year 6 Year 7 (please ring as appropriate)

I accept full responsibility for my child's safety and welfare for the hours before 8.50am and after 3.00pm, or 4.00pm if they attend an After School Club.

Parent's signature.....

Date.....