

# Albert Park Primary School

# Student Collection

## POLICY

### **Rationale:**

Parents are responsible for the collection of students from school or a school activity.

Principals must ensure parents/guardians are:

1. aware of the procedures to collect students during school hours
2. are advised of the school's supervision times after school while students wait to be collected.

### **Aim:**

To ensure Albert Park Primary School has procedures in place for the safe collection of students from school, both during and after normal school hours.

### **Implementation:**

#### **Arranging for student collection**

This table describes how Albert Park Primary School manages a request for a student to be collected from school during school hours.

#### **During school hours**

<b>Who</b>	<b>Description</b>
Parent	Collect their child from school or authorise a relative, friend or organisation to collect their child. See APPENDIX 1 for Kidko Parent Authorisation
School	Must only allow students to be collected by their parents (subject to any specific court orders) or by a person who has been authorised by the parents to pick up their child.
School	School must record the details of when a student has been collected early from school including the date and time, reason for collection and the person who received the child including the person's signature.

#### **After school hours**

This table describes how we manage a student who is normally collected from school but is still at school beyond normal collection time.

<b>Stage</b>	<b>Who</b>	<b>Description</b>
1	School	Attempt to contact: <ul style="list-style-type: none"><li>• the parents</li><li>• the emergency contact person identified in the school records</li></ul>
2	Camp Australia	Student is placed into the After School Hours Program after attempts to contact the parents by 4 pm have failed. Students will be taken to Camp Australia with copy of full student details if the child is not registered with Camp Australia. An invoice will be raised to be paid by parents.

3	School	Consider contacting the police or Department of Human Services to arrange care and protection if: <ul style="list-style-type: none"> <li>• all reasonable attempts to locate the appropriate responsible adults, as per Stage 1 above, fail</li> <li>• it is well beyond reasonable collection time.</li> </ul>
4	School	If possible, leave details of the student's whereabouts with friends of the student or next door neighbours

**Evaluation:**

This policy will be reviewed as part of the school's four-year review cycle.

This policy was last ratified by School Council in....

**August 2016**

APPENDIX 1



School No. 1181  
 Bridport Street Albert Park Vic 3206  
 Phone 9699 9090 Fax 9699 9096  
 Email albert.park.ps@edumail.vic.gov.au  
 Website www.albertparkps.vic.edu.au



**Parent Authority For Students Participating in Kidko Music Lessons**

I have arranged for my child to participate in music lessons provided by Kidko.

I give permission for my child to be collected by an employee of Kidko and to be taken out of the school for their lesson at the Kidko offices in Cardigan Place.

Children attending Kidko during school hours will be signed out of school and back to school via the office in accordance with Emergency Management Procedures.

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Start date of Lessons: \_\_\_\_\_ Finish date (if applicable): \_\_\_\_\_

Parent Name: (PLEASE PRINT) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_