

## Before and After School, taking and collecting school children

- Parents to inform school that Pathways will collect on certain days and any changes they should notify the school and Pathways.
- If their child is ill parents are asked to inform us first thing in the morning by ringing the nursery phone on 01538 756860 or the mobile 07579 017178.
- If a new child wants before and after school we recommend that a visit is pre-arranged so that all the staff, parents and children can meet each other.
- We can collect from Bishop Rawle, St Giles School and Cheadle Primary.
- All children are made aware of safety walking to and from school and are asked to walk in pairs. Reflective jackets are available for children to wear.
- Pathways staff wear their uniforms and await the child's class to come to the playgrounds, greet the teacher and child then return to the nursery.
- If unsure about a collection then we would ask to use the schools telephone, ring the nursery and ask the school to ring the parent for confirmation. A child will never be left unattended. The nursery mobile phone may be taken to school for this use.
- Again if a child we were collecting fails to turn up we would ask the class teacher if they attended school on that day and also the main reception. Parents can also be rung to check this information.
- One member of staff will collect if 5 children or less are to be collected, if more, then an extra member of staff will go.