

623

Relationship with feeder schools

September 2016

Name of Feeder School.....

1. 623's collection policy

- Feeder schools will be emailed at the start of each term with a list of children expected to be picked up for 623. Ad hoc arrangements are made through the co-ordinator to pick up children in an emergency. In this situation, the coordinator will phone the school as she receives the information that a child is to be picked up on an ad hoc basis. Feeder school emails and contact numbers are in appendix D of the safeguarding policy
- Children will be collected from feeder schools either by community transport or by staff driving in compliance with the car transport by car policy at section 11.
- In the event that the community transport bus does not turn up or is delayed, the school should contact 623 on the 623 numbers. The 623 manager will contact community transport to find out what is happening and, if appropriate, send a 623 driver to collect the child.
- In the event that the staff collection from 623 is delayed, the feeder school should contact 623 on both of the 623 numbers. 623 will then send an alternative driver if possible. If there is a more serious problem and 623 is unable to send a driver (for example, because the driver has been involved in a crash), 623 workers will contact the child's parents and emergency contacts to arrange alternative pick up.
- In the event that a child who is booked into 623 is not present at the feeder school when the child is to be picked up, the 623 driver will inform the school and telephone the child's parents and emergency contacts. If it is not possible to locate the child within 10 minutes, and the school do not wish to take responsibility for the situation, the police will be informed and further action will be guided by them.
- In the event that a child is at the feeder school expecting to be picked up but has not been booked into 623, the driver will contact the manager of 623 to see whether 623 has sufficient staffing ratios to accommodate the child and if so will phone the parents and emergency contacts to check whether they intend the child to go to 623. If there is space and the parents intend the child to be at 623, then the child will be taken to 623. If 623 does not have space for the child, then the child will be left in the care of the school.
- The contact number for 623 is 07342171400
- The contact number for community transport is 01629 641 920
- In the event of any problems in a school's dealing with 623, the school should contact the chairperson of 623, currently Karen Esposito (contact details have been given to all feeder schools).
- Contact details for the feeder school
 - Head teacher
 - Email
 - Telephone number
 - Out of hours telephone number

2. Co-operation with feeder schools:

- 623 would like to enhance its provision of the national curriculum by liaising with the class teacher for early years students. It would also be helpful if it were possible to share information about approaches to discipline where children require special management, about disability provision and about children who have at any time gone missing from the 623 or school.
- Provided that the school has sight of explicit permission to share this information, the school will be prepared to share such information if requested.

Signed Head teacher

Signed Chairperson of the VMC