



The Maria Montessori Training Organisation
trading as
The Maria Montessori Institute

Collection from school

Before their child starts at the School, parents complete a confidential information form giving contact details for themselves, any other person with parental responsibility and any other adult authorised by them to collect their child from School. The confidential form contains a footnote to the effect that the signatory/signatories confirm that they have informed and/or consulted any person with parental responsibility for their child. The onus is on parents to liaise in the signing of the confidential form and also to inform the School of any changes.

Parents are requested to ensure that children are dropped off and collected promptly each day. If for any reason there is a delay, the school must be notified so the child or staff member may be informed.

On arrival your child must be handed over directly to the teacher on duty. Parents are fully responsible for their child/children once they have been collected either at lunch or afternoon collection times. Staff cannot be held responsible for children after 3.45pm. Parents are reminded that they should leave the premises quickly at the end of the day and that the children must be supervised for their own safety. We do not allow children to climb on the boundary wall at our Hampstead School.

Collection by someone other than parent or carer

Under no circumstances will a child be allowed out of school with anyone but their parent or regular carer without receiving written permission in advance which is then posted on the collection board. If there is confusion at leaving time this can be very upsetting for the child and creates problems for the staff.

No child will be released to an undesignated adult unless written consent has been received or, in an emergency, by special arrangements through the School's office. Identification in both instances will be required.

Late collection

In the event of a child not being collected at the end of session:

- a. One member of staff must remain on the premises with the child.
- b.
 - 1) the School will telephone the child's parents
 - 2) the School will take recourse to emergency contact number/s on file to ensure that collection take place as soon as possible.
- c. In the event that no responsible adult is available to collect the child, the School will notify the Head of School.