

Drop off and Collection of Students Policy

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Version	Date Issued	Prepared By	Approved By	Comments
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4	March 2017	SMT	SMT	Reviewed
5	August 2017	SMT	SMT	Updated for new school year.

The staff at The BECC all work incredibly hard and ensure it is a place of excellence for learning. Whilst we understand unforeseeable issues can arise and emergencies occur making it difficult to arrive on time or have the need to drop children off early, this policy is regarding regular drop offs and collections. We understand that unforeseen circumstances can occur. Please communicate with the school as much as possible and this will assist us in helping you.

Dropping Off Students in the Morning

Drop off should be no earlier than 8am. All children arriving at school before this time are under the responsibility of the person that arrived at school with them. At 8am the school may take responsibility for the child and the child can be signed in.

A child being dropped off unsupervised before this time is not allowed. If parents need to make any special arrangement they must do so through the school office. The school office will attempt to arrange a babysitter with no guarantees of being able to provide the service.

Collection

All children must be collected by 4pm. If a child is attending an activity the collection time is still 4pm even if the activity runs on later the person collecting must arrive by 4pm.

Any students not collected by 4pm will be taken to the school office to wait for their parents.

At 4.10pm any students not collected the parents will be placed into the dinner time club. This club has a 100b fee for any students attending for any length of time. If you wish your child be a member of the dinner time club then please register at the school office.

Members of the dinner time club you can register at the school office. This club finishes at 5pm and costs the same price as a school activity. If the student is collected late from this activity, they will be charged 100b for every 10 minutes that the staff have to stay with the student.

Extension

If a child is not collected by 5.10pm and no guardian can be contacted the school will put into place an emergency plan. The guardians will continue to be called to arrange collection of their child. If no contact is made by 5.30pm to the guardians, the member of staff will contact via phone a Managing Partner.

At 6pm the Managing Partner will collect the child and continue to contact the guardians from the school premises. Details of the guardians will be taken from the school records to have their names and addresses.

6.30pm if no contact is made, the child will be taken to the Managing Partners home and will continue to make attempts to contact the guardians.

7pm – With no contact, the Managing Partner will contact the local hospitals in the following order:

Bangkok Hospital

San Paulo Hospital

Hua Hin Hospital

If the guardian/s are in hospital arrangements will be made to drop the student to the hospital or arrangements as the guardians see fit.

If all attempts are exhausted at this point the Managing Partner will ensure that the student is safe until such time that the guardians or emergency person listed in the details can be contacted and arrangements made transfer the student to the relevant people.