



Drop- off and Collection Policy

Approved by:	Mr Joe Wilson	Date: 15/03/2021
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Last reviewed on:	16/03/2021
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Next review due by:	2024
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KEY PRINCIPLES

- Class Teachers are responsible for the orderly dismissal of pupils from their classrooms.
- Class Teachers must be sure that pupils' leaving arrangements are **SAFE**.
- Class Teachers will not allow children to leave with unknown persons, or other parents without prior knowledge of the arrangement.
- Children in Years **5 & 6** will only be allowed to walk home alone with written permission from parents and agreement from school that it is appropriate and safe to do so.
- Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent on or before the day.
- Parents will drop off / collect children (or arrange for this to happen) **punctually**
- Children not collected **on time** will be taken to the office and parents will be contacted.
- If parents, contact school to inform school they have been delayed due to unforeseen circumstances such as traffic jams etc. their child /ren will be placed in the office and kept safe until they arrive.

School Admin Officers

- Admin officers will be vigilant that pupils are not leaving via the front entrance unaccompanied. All pupils coming into school via the front entrance will be signed in / out by the accompanying adult.

Parents

- Parents should ensure that pupils do not arrive at school **before 8:45am**; unless they are booked into Breakfast Club as staff are not on duty until **8.45am**.
- Children are not allowed on the playground unsupervised if they do arrive prior to this time.
- Parents are not allowed to leave the children unsupervised on the playground in a morning. Parents must pick up their children promptly.
- Parents are expected to make it clear to the School, at the start of each term by written consent, the default arrangement for collection and travel home and to telephone or send in a signed note on occasions that this arrangement is changed.
- Parents **must** inform school if their child is being collected by another parent or friend as school will not release children if they do not have **prior written consent from a parent / guardian**.
- Where there is any doubt teachers will hold the child in school and inform the head teacher or member of SLT who will take responsibility for the child and seek clarification by telephone.
- When parents receive their children it is their responsibility to supervise their children as they leave the school site. The school takes no responsibility for accidents incurred on the school equipment after handover.

Children

- Children are expected to leave with the known adult promptly and sensibly.
- Children **should not** use any of the school's play equipment after school. Children will be made aware through assemblies and safety lessons of the danger and will be expected to be under close supervision by their parents at all times.

Children travelling to and from school alone

The school is not responsible for the safety of children on their journey to and from school.

- If parents choose to let their **Year 5 / 6** child travel to/from school independently, then they should assess the risks associated with the school route and their own child's confidence.
- Children in year 5/ 6 who bring in mobile phones for emergencies (and if walking home by themselves) are required to hand in their phones to the school office in the mornings and can collect them at the end of the day.
- Parents should write to Mr Wilson (Headteacher) expressing a wish to let their child walk home. Mr Wilson will consider the request and make a decision based on the individual case / child. Consideration will be made as to the walking route – e.g. whether there are footpaths, streetlights, major roads to cross etc.
- Parents should work with their child to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness.

- The school requires written parental consent for their children in **years 5 and 6 only** to walk to and from school alone (see appendix 1).
- If a child should not arrive home at the expected time the parent/carer is expected to notify the school **immediately**.

Drop off and collection by older siblings

It is the parent/carer's responsibility to ensure that their child is dropped off and collected by a responsible person.

- **Children in Early Years & KS1** will only be released to an adult or a **sibling over the age of 16 with written consent**.
- **Children in KS2** may be released to a sibling (of secondary school age) with written consent from a parent.
- Children will not be allowed to leave school with any adult unknown to the school. Therefore, it is the parents'/carers' responsibility to notify the school if someone other than the usual person is collecting their child.
- Children will not be released to another parent without the school being informed.

If a parent/carer wishes for their child to be collected by someone who does not have parental responsibility, whether this is a regular or pre-planned arrangement, the parent/carer **must put this in writing or inform the school office**. In the event of alternative arrangements being made in an emergency, the parent/carer **must give verbal** consent for an agreed person to take the child home. The school will phone the parent/carer to confirm that this arrangement was made at their request and with their consent.

In the event of a child not being collected from school and the school being **unable to contact any emergency contacts / receiving no notification from** the parent/carer within 45 minutes of the end of the school day, the school will follow its child protection procedures, i.e. the Police will be informed and a safeguarding referral will be made to Children's Services.

The school will keep detailed, timed records of the action taken and calls made to contact the parents/carers and emergency contacts.

Under no circumstances will school staff go to look for the parent/carer or take the child home with them. Once the situation has been resolved, parents/carers will be invited to meet with a member of the Senior Leadership Team to discuss the steps they could take to avoid a recurrence of this situation, e.g. ensuring that the school has current contact details, including emergency contacts.

Early Collection of Pupils procedure

Whenever pupils need to be collected before their formal dismissal time, parents/carers must provide prior notification by writing or by telephoning the school. This is to ensure that the class teacher is notified and therefore has sufficient time to distribute any homework/notices.

If a child is unwell, then they will need to be collected by a parent/carer. Children in Years 5 and 6 must also be collected by a parent if they are unwell, even if they have previously had permission to walk home alone.

At the time of early collection, parents/carers must report to the school office. Parents/carers are required to sign the child out with the time that the child is being collected. Office staff will notify teachers that the parent/carer has arrived to collect the pupil. Parents/carers are kindly requested to wait in the foyer area for their child to arrive from the class.