



*Drop off and
Collection
Procedures
2025/2026*

Key Principles of drop off and collection

- Class Teachers / School Staff are responsible for the orderly dismissal of pupils from their classrooms
- Class Teachers / School Staff must be sure that pupils' leaving arrangements have been agreed between the school and home.
- Children **will not be released** to any adult that is unknown to school or to **another parent** unless school has been notified in advance. If an unknown adult or another parent comes to collect without school being informed in advance and we cannot contact parents, the child will remain at school until we can contact someone on the contact list.
- In Y5/6, parents can request that pupils walk to and from school at 3.30pm. Before giving permission, the school will consider location of house from school, roads that will need to be crossed, any special needs the children might have, the time of the children leaving school – for example in the winter it is dark after extra-curricular activities before granting permission
- 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
- Parents will collect children after extra-curricular (or arrange for this to happen) punctually at 4:30pm. No child will be allowed to be able to walk home alone from a club.
- Late drop off / collection will be monitored by the Principal and Vice Principal
- Allowances will be made in extenuating circumstances.
- If parents contact school to inform them that they have been delayed due to unforeseen circumstances, then parents are asked to try and make alternative arrangements or book the child into an after-school Club. Children will be kept safe until they arrive.
- **All children** must arrive at school by 9am, otherwise they will be considered late.
- Children will only be released at 3.30pm to a sibling over 16 years of age.

Drop off and collection:

- *Teachers / Support Staff will supervise pupils on the premises from 8.30am the Key Stage 2 playground*
- *Teachers will dismiss their pupils into the charge of a recognised parent, carer or responsible adult who is accompanying the child to their home.*
- *The expectation is that parents collect at 3.30pm unless there is an extenuating circumstance.*
- *If a child is not collected by 3.30pm, the school office will be notified, and parents will be contacted. The senior leadership team will be informed.*
- *All late collections will be monitored and logged and where applicable the late drop off and collection protocols will be implemented. (See below)*
- *Regular late collection may result in school not allowing a child to attend a club.*
- *Children may not be released from school with someone if they are showing signs of distress or anxiety.*
- *Children will not be released if the teacher feels that the parent is not in a fit state to ensure their child's safety. This will be immediately reported to the Designated Safeguarding Lead in school.*

Parent Responsibilities:

- *Parents should ensure that pupils do not arrive at school before 8:30am (unless they are attending Breakfast Club) as staff are not on duty until 8.30am.*
- *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 unless they are in year 5/6.*
- *Parents must pick up their children at 3.30pm promptly or at 4.30 pm if their child attends an after-school club.*
- *Parents are expected to make it clear to the school, at the start of each term, the standard 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 consent from a parent / guardian.*
- *Where there is any doubt, staff will hold the child in school and inform a Designated Safeguarding Lead 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 are not permitted to play on the school premises after school.
- No balls are allowed on the playground before or after school.
- Telephone emergency contacts need to be provided by the parent/carer to the school and updated when changes are made

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 always under close supervision by their parents.
- Children should not attempt to leave without speaking with the class adult

Club leaders

- Club leaders have responsibility to ensure that all attending pupils are handed over to the agreed recognised responsible adult on the school staff after their session has finished.
- In no circumstances will children be left alone to wait for their parents.

- If parents do not pick up promptly at 4.00pm, then the children will be placed in the care of an adult and parents will be contacted.

General information

Children travelling to and from school alone- "There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school".

The NSPCC advise the following:

- Children under 8 should not be outdoors for a considerable length of time unaccompanied
- Children under the age of about 12 should not be home alone for more than a very short period of time
- 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.
- If a child should not arrive home at the expected time the parent/carer is expected to notify the school immediately.

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 text / 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 90 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 take the child home with them.

Once the situation has been resolved, parents/carers will be invited to meet with the Principal /DSL 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 procedures

- 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.*
- 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.
- The school recognises that, at times, pupils will need to attend appointments (including medical appointments) during the school day. However, the school requests that these should be avoided. In such cases, parents/carers are welcome to collect their child for the appointment and then return them to school during the school day.
- When parents return their child to school, they must report the child's return to the school office so that the school is aware that the child has returned and is back on the school premises.
- The office will ensure the child is signed back into school upon their return.