

## Arrival and Collection Policy 2025-2026

This policy is aimed at ensuring that our pupils are safeguarded at the points of being dropped off and being picked up from school.

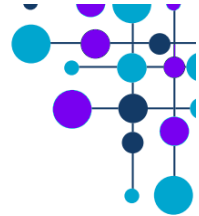
The following information outlines the expectations of our school's policy for dropping off pupils at the start of the school day and picking up pupils when the school day is over.

### **Arrival**

- All children should arrive promptly for school and be ready for collection in their respective playgrounds at 8.25am, ready to enter school by 8.30am.
- Any child arriving after 8.35am (when the rest of the pupils have already entered school and doors are locked), should report directly to the main Reception with their parent/carer. It is the role of the parent/carer to sign-in their child and provide a valid reason for being late.
- If lateness is persistent, parents/carers will be asked to attend a meeting with a member of the Senior Leadership Team.
- Nursery and Reception aged children must be dropped off by an authorised adult.
- Children in Years 1 and 2 may be dropped off by an older sibling or authorised person aged 16+
- Children in Years 3 and 4 may be dropped off by an older sibling or authorised person aged 14+
  - o Where parents wish to give permission for pupils to be dropped off by an older sibling, each pupil will be evaluated on a case-by case basis. If it is felt that a pupil/sibling is vulnerable in any way, school will insist upon an adult dropping-off and picking up.
  - o In exceptional circumstances, it may be agreed with SLT for an adaptation to be made to the above point. Parents will be asked to sign to agree that the policy will be adapted.
- Children in Year 5 & 6 are allowed to walk to school independently with written parental consent (see guidelines below).

### **Collection**

- Parents/carers should avoid collecting their children before 3pm, unless there are exceptional circumstances and this has been agreed with school. All parents/carers will be required to sign out their child if collecting before 3pm. If applicable, you will be asked to provide a copy of an appointment letter. Early pick-ups affect attendance and parents/carers could be invited to a meeting with a member of the Senior Leadership Team if early collection becomes a concern.
- All children should be collected by an authorised adult at 3pm.
- Authorised adults should wait near the allocated areas but not too close to overcrowd. An authorised adult is someone who school knows has permission to pick-up a pupil. If parents wish someone else to collect, they must notify school to give permission.
- Class Teachers will dismiss each child when they have seen that the parent or authorised adult is present (unless the pupil has parental permission to go home by themselves).

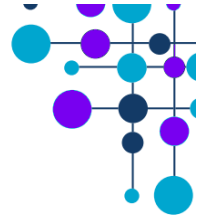


- Any child who is not collected by 3.10pm will be taken to the main office and their parents will be contacted. A reason for late pick-up will be requested. If this becomes a regular occurrence, parents/carers may be asked to attend a meeting to discuss any issues.
- Under no circumstances will a child be handed over into the care of an unknown or unauthorised adult until we make direct contact with parents/carers to establish they are safe to take the child.
- It is a parent/carer's responsibility to ensure that school are aware of all authorised adults who they intend to collect their child.
- Reception aged children MUST be collected by an authorised adult.
- Children in Years 1 and 2 must be collected by an authorised person or an older sibling who is aged 16+. Children in Years 3 and 4 may be dropped off by an older sibling or authorised person aged 14+. If there are any issues arising from this part of the policy, an appointment to discuss this should be made with a member of SLT.
  - o Where parents wish to give permission for pupils to be dropped off by an older sibling, each pupil will be evaluated on a case-by case basis. If it is felt that a pupil/sibling is vulnerable in any way, school will insist upon an adult dropping-off and picking up.
  - o In exceptional circumstances, it may be agreed with SLT for an adaptation to be made to the above point. Parents will be asked to sign to agree that the policy will be adapted.
- Year 5 and 6 children may walk home alone if written parental consent is provided (see guidelines below).
- In the event that a child has not been collected by 4:30pm and no reason has been provided by the parent/carer, we will follow school procedures and notify the Police and/or Social Services.

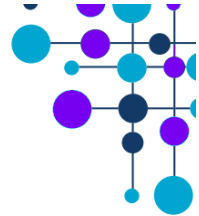
**Please Note: Year 5/6 children with siblings in school are not permitted to drop off or collect siblings who are in EYFS and/or Years 1 – 4.**

**Parents/Carers who wish for their child/children to walk home unescorted at the end of the school day must adhere to the following guidelines:**

- Parents/Carers must have registered with the school that they are prepared for their children to walk directly home from school at the end of the day and MUST have given written consent (see appendix 1 for letter template).
- Children must be in Year 5 or 6.
- It is the parent's/carer's responsibility to check the route that their children may walk home in order that they may make a reasonable assessment of the appropriateness of the journey. Crossing of busy roads and walking through secluded areas is not advised. A single route must be agreed.
- Parents/carers must be certain that children have an awareness and understanding of the Green Cross Code and 'Stranger Danger'. It is the parent's/carer's responsibility to ensure they are sufficiently happy that their child is capable of undertaking the proposed journey safely.
- If the journey involves additional modes of transport, the parents/carers should consider their child's ability to navigate these safely and discuss how they would deal with unforeseen circumstances i.e. missing the bus, getting off at the wrong stop, travelling alone in a taxi.



- During winter months and/or inclement weather, children must be dressed appropriately for the journey they are undertaking.
- Children should preferably walk in a group and not alone.
- Children should know their home phone number (plus one other emergency contact) and have their own mobile phone. Parents should have read and agreed the school 'Mobile Phone Policy'
- Any child must be capable of arriving home within 30 minutes of the end of the school day. Journeys over 30 minutes are not considered appropriate for children to walk or travel by other means at this stage.
- It is the parent's/carer's responsibility to verify that their child has arrived home safely. If any child does not arrive home within the agreed timeframe, parents/carers must immediately notify (via phone) the school in order that appropriate action can be taken.
- If any child does not arrive home within the agreed timeframe and direct contact with the child has not been established by either school or parents/carers, school will instigate the missing person's procedure in conjunction with the relevant authorities.
- If the missing person procedure is initiated, there must be a point of contact remaining at both the home and school location until further advised by the relevant authorities.
- If a child does arrive home after the missing person procedure has been instigated, immediate notification to the relevant authorities/emergency services must be made. This is to enable the missing person procedure to be stood down.
- Once the missing person procedure is initiated, responsibility will pass to the relevant authority to further any enquiries. Both parents/carers and school will be guided by them in order that a successful outcome is achieved.
- Where parents wish to give permission for pupils to walk to/from school alone, each pupil will be evaluated on a case-by case basis. If it is felt that a pupil is vulnerable or not mature enough to cope with the journey alone, school will insist upon an adult dropping-off and picking up.



## Appendix 1-

### Parental Permission to Walk Home Unescorted

I give permission for my child to walk home from school unescorted.

I can confirm the following;

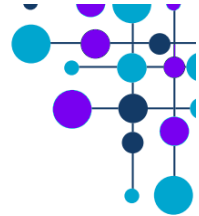
- My child is in Year 5 or 6 and will be dressed appropriately for the journey.
- I have checked the route my child will walk and I am confident they will demonstrate an understanding of the Green Cross Code and 'Stranger Danger'.
- If the journey involves additional modes of transport, I am confident of my child's ability to navigate these safely.
- My child will walk home in a group where possible.
- My child will have their mobile phone with them during the journey. This has their home telephone number plus one other emergency contact stored on it.
- The journey home will take less than 30 minutes.
- If my child does not arrive home within 30 minutes of school finishing, I will notify the school in order that appropriate action can be taken.

Child's name: \_\_\_\_\_

Year group: \_\_\_\_\_

Parent/Carer signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix 2

### Collection from School by an agreed person

I give permission for my child to be escorted home by an agreed person.

I can confirm the following;

- My child will be collected by \_\_\_\_\_
- I have checked the route my child and the agreed person will walk and I am confident they will demonstrate an understanding of the Green Cross Code and 'Stranger Danger'.
- I have notified school of the contact details of the agreed person.
- If the journey involves additional modes of transport, I am confident of my child's and the agreed person's ability to navigate these safely.
- The agreed person will have their mobile phone with them during the journey. This has my home telephone number plus one other emergency contact stored on it.
- The journey home will take less than 30 minutes.
- If my child and the agreed person does not arrive home within 30 minutes of school finishing, I will notify the school in order that appropriate action can be taken.

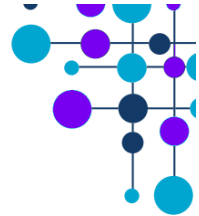
Child's name: \_\_\_\_\_

Year group: \_\_\_\_\_

Agreed person's name: \_\_\_\_\_

Parent/Carer signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Appendix 3:**

**Consent to make an adaptation to the Arrival and Collection Policy**

I agree to adapting the Arrival and Collection for my child in the following way:

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Both parents/carers and school staff agree that this adaptation is safe and appropriate.

Child's name: \_\_\_\_\_

Year group: \_\_\_\_\_

Parent/Carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Authorisation \_\_\_\_\_ Date : \_\_\_\_\_