



SHARPLES PRIMARY SCHOOL

POLICY FOR

DROP OFF AND COLLECTION FROM SCHOOL.

Reviewed by	Gemma Partington
Date:	October 2024
Date for renewal	September 2025
Date renewed:	2 nd September 2025

POLICY STATEMENT

Definitions

For the purposes of this Policy and procedures a child, young person, pupil or student is referred to as a 'child' or a 'pupil' and they are normally under 18 years of age.

Wherever the term 'parent' is used this includes any person with parental authority over the child concerned e.g. carers, legal guardians etc.

Introduction

In order to safeguard our pupils at Sharples Primary School it is essential that the school ensures all children arrive at and leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school. Sometimes there will be 'one-off' arrangements. For this reason, we have set out clear procedures which all staff and parents/carers must adhere to.

General Collection Arrangements

- Children are to be collected at the end of the school day from their child's class teacher or the staff member supervising the class at the time. Children will be called one at a time by the supervising adult and handed to the person collecting. Where this person is not known to the staff member a password will be required in order for them to allow the child to leave.
- Children must inform their teacher when their agreed adult has arrived.
- Children are not to be released from school with someone if they are showing signs of distress or anxiety.
- Children are not to 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.
- In an emergency/ unplanned situation two members of staff may take a child home to their parent or legal guardian. In this case the Designated Safeguarding Lead will be informed first.

Late Collection Procedure

- When a child has not been collected by home time, the child is taken to the school office.
- The school will make contact with the parents by telephone.
- If parents are unavailable, the emergency contact is called.
- When a child has not been collected by 3.30 pm, a charge of £5.00 will be made to the parent / carer for up to 30 minutes of non-collection and then £10.00 thereafter for each thirty-minute period that the child is not collected. The parent will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay will lead to further action being taken.
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with the Educational Welfare Officer or Children's Social Care.

Non Parents Collecting Your Child

Parents must have provided clear verbal or written permission to the class teacher for children to be released to an adult who is not the parents or carers of the child and they must know the safe collection password. This permission must be given with a description of the person collecting (if not already known to the school). Where possible, this person will be introduced to the class teacher in advance of the first collection.

- If any member of staff is unsure of the adult's identity, they may ask to see identification.

- If, after checking identification, there is any uncertainty about the person collecting, the member of staff should take the child to the school office and contact the parents by telephone to seek further guidance/advice and inform a member of the Senior Leadership Team.
- If the parents/carers are not contactable then the member of staff should refer to the procedures for children uncollected from school.
- Children will only be released from school to young people who are high school age or above, including older siblings, when the teacher is satisfied that it is safe and reasonable to do so.

Children Travelling Home Independently

“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”. (Is it legal? A parent’s guide to the law by the Family and Parenting Institute -June 2011).

The NSPCC advise the following:

- **Children under 8 should not be outdoors for a considerable length of time unaccompanied**
- **Children under the age of 12 should not be home alone for more than a very short period of time**

We strongly recommend that only children in Years 5 & 6 are allowed to leave school independently to walk home provided parental consent has been given in writing. The school keeps a register of children who have permission to travel to and from school independently which is shared with the child’s class teacher. Children must notify the class teacher when leaving school. The children will always be encouraged to walk home together in pairs.

In an extenuating circumstances or if an alternative method of transport (e.g. buses/ taxis) are required for children in Year 5& 6 to travel home in independently, then a request must be made in writing to the Headteacher. If approved a signed parental consent form will be kept on record.

If a child should not arrive home at the expected time the parent/carer is expected to notify the school immediately.

These permissions only apply to children leaving school at the end of the school day: any child leaving school early (e.g. for medical reasons) must be collected by a responsible adult.

Early Collection 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.

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 office 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. In such cases, parents/carers are welcome to collect their child for the appointment and then return them to school during the school day. Parents are required to sign their child out of school. The office will ensure that the child is signed out of school when leaving the premises. 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.

Supervision in the School Grounds

Parents should note that the school does not provide a member of staff to supervise children before the doors open at 8.35 a.m. (unless the children are part of the agreed breakfast club or attending booster classes) or after 3:15pm (unless children are attending an after school club organised by the school) and therefore the welfare of children until/after that time is the responsibility of parents.

Children should not be dropped off and left on the playground unsupervised. If this happens the children will be placed in before/after school club and parents will be billed accordingly. However, if a problem or difficulty arises and is brought to the attention of the school, the school will intervene, e.g. if a child falls and hurts themselves the school will provide medical assistance.

Parental Responsibility

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.

Links to other policy documents

See also:

- Health and Safety Policy
- Safeguarding Policy
- Late collection policy

Monitoring and Review

A copy of this guidance is available to all staff and parents and is published on the school website. Parents will be made aware of this policy when their child is admitted to this school.



Sharples Primary School
*Resourced for the Visually Impaired
Stronger Together*

Head teacher Mrs. G. Partington

**Hugh Lupus Street, Ashworth Lane,
BOLTON, BL1 8RU**

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The Sharples family ensures our children are resilient learners, healthy and aspirational citizens. We will create a love of lifelong learning that extends beyond the classroom as a result of an enriching curriculum. The school community will make a difference by fostering respect and tolerance of each other as unique individuals.

Dear Parents,

As our children grow, we hope they not only grow in stature but also in confidence and independence too. Consideration will be given to children in Years 5& 6 to permit them to travel to and from school on their own.

However, in view of the fact that we have busy roads with fast moving traffic, we take this decision very seriously and ensure that parents/ carers provide us with written consent to allow your child to walk to/ from school on their own. This consent will be kept on record and adhered to consistently.

Our updated Drop off and Collection Policy should be read and can be found on the school website. If you wish your child to travel to / from school alone then please complete the reply slip at the bottom of this page and return it to the school office at your earliest convenience. Please note that no child will be allowed to leave school without this signed permission.

Yours Sincerely

Mrs Partington

Child's Name

I give permission for the above named child to walk home to / from school on their own.

Signed: Print Name:.....

Parent/Guardian

Date:

APPENDIX 2



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FAO Mrs Partington

I am writing to request that my child _____ is permitted to travel home independently from school using the following mode of transport:

I can provide the following details of the journey e.g.

- Expected time of arrival
- Bus/ taxi company name/ number
- Named person on board if applicable
- Route to be taken

The exceptional circumstances for this request are as follows:

I appreciate that the outcome of this request is the decision of the Headteacher and will make contact with Mrs Partington should I wish to discuss the matter further.

Yours Sincerely

Parent/ Guardian