Crossgates Primary School

Drop off and Collection Policy

KEY PRINCIPLES

- School Staff are responsible for the orderly dismissal of pupils from their classrooms
- School Staff must be sure that pupils' leaving arrangements are SAFE
- School Staff will not allow children to leave with unknown persons, or other parents/carers without prior knowledge of the arrangement
- Children in Year 5 and 6 will only be allowed to walk home alone with written permission from parents/carers
- Parents/carers will drop off / collect children (or arrange for this to happen) punctually
- Parents/carers will collect children after extra-curricular (or arrange for this to happen) punctually
- Late drop off / collection will be monitored in school
- Allowances for late collection will be made in extenuating circumstances; if parents/carers, contact school to inform them they have been delayed due to unforeseen circumstances such as traffic jams etc. their child /ren will be placed in After School Club and kept safe until they arrive and there is no need to rush as this provision is available until 5.30pm. (Parents/carers will be charged for this)

RESPONSIBILITIES

School Drop off

1. The school day starts at 8.45am when all children come into school
2. Children in Reception, Year 1, Year 2 and Year 3 must be accompanied by a parent/carer to their classroom door to ensure that they enter their classroom safely
3. School doors are open from 8.45am and pupils are expected to be in class and ready to learn by 8.55am
4. School gates close at 9am sharp
5. Registers are taken at 8.55am and your child will receive a late mark 'L' if they are not in by this time
6. Children arriving after 9.00am are required to come into school via the school office, accompanied by a parent/carer

L – Late (before registers close)

- If a child arrives **after the register has opened** but **before it officially closes** (before 9.25am), the parent/carer must sign them in and provide a reason for their lateness which is recorded and monitored. At 9.25am (30 minutes after the start of the school day) the registers will be closed. **This is a present mark**, but shows that the child is late

U – Late (after registers have closed)

If a child arrives **after the register has closed** (9.25am), this is recorded as an **unauthorised absence** for that session.

Collection

- The end of school day is 3:15pm
- Teachers dismiss their pupils from their classrooms
- Each child must be collected by an agreed adult at the classroom door into the charge of a recognised parent, carer or responsible adult who is accompanying the child to their home (unless a child is in Year 5 or 6 and we have written permission from a parent/carer for the child to walk home)
- If a child is not collected by 3.15pm parents/carers/carers will be contacted.
- The expectation is that parents/carers/carers collect at 3.15pm unless there is an extenuating circumstance
- All late collections will be monitored and logged and where applicable the late drop off and collection protocols will be implemented. (See below)
- Children will 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 adult collecting is not in a fit state to ensure their child's safety; this will be immediately reported to the Designated Safeguarding Lead in school

Parents/Carers

- Parents/Carers should ensure that pupils are not left unattended on the playground before 8:45am
- Children are not allowed on the playground unsupervised, if they do arrive prior to this time a member of the Senior Leadership Team will be alerted
- Children booked onto Before School Club enter via the hall and must be taken to the door by a key adult to be signed in
- Parents/Carers must pick up their children at 3.15pm promptly
- Parents/Carers are expected to make it clear at the start of each term, 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/Carers 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, teachers 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/carers receive their child, it is their responsibility to supervise their child 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 'Trim Trail' or on any of the school grounds before or after school
- No balls are allowed on the playground before or after school
- No dogs should be on the playground before or after school

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/carers/carers at all times

Walking to school

- Children are encouraged to walk to school, rather than by vehicle, with a safe adult where possible
- Children may walk to school when they are in Year 5 and/or Year 6 if the school has written permission from a parent (if school has a concern regarding the vulnerability of the child and their awareness of safety then families will be contacted to discuss)
- 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/carers 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 about 12 should not be home alone for more than a very short period of time
- School is not responsible for the safety of children on their journey to and from school
- If parents/carers 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 who have permission to walk home should have a safety plan for if there is an emergency/something goes wrong when walking home independently e.g. if approached by a stranger- this should be implemented by parents/carers
- If a child does not arrive home at the expected time, the parent/carer is expected to notify the school immediately and we will support within our means e.g. put an immediate message out to the community and notify the police if unfound

Supervision on the school site

Parents/carers should note that the school does not provide a member of staff to supervise children before the doors open at 8.45 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/carers. Children should not be dropped off and left on the playground unsupervised. If this happens the children will be placed in the care of a Designated Safeguarding Lead and parents/carers will be contacted. In these instances, 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.

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 KS1 will only be released to a known adult, or a sibling if they are over the age of 16 and school has written consent from an adult with parental responsibility stating that this is acceptable.

- Children in KS2 may be released to a sibling (of secondary school age) with written consent from a parent/carer.
- Children will not be allowed to leave school with any adult unknown to the school. Therefore, it is the parents/carers'/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.

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/carers 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.

Late Collection Procedure:

Parents/carers and carers share in the responsibility to work with school staff to ensure their children are safe and in the care of a responsible adult. Parents/carers should notify the school immediately by contacting the school office before 4pm, or the After School Club mobile on **07341968568** if it becomes apparent that the person collecting their child may be late. If the person collecting the child is going to be late, whatever the circumstance, the parent/carer should book the child into After School Club. This can be done at any time. Booking into the club will give parents/carers the flexibility to collect up until 5.30pm. If a child is not collected promptly from school or promptly after an extra-curricular activity finishing, the school will inform the Designated Safeguarding Lead.

If parents/carers/carers are late the following protocol will be implemented once the children have been safely placed in After School Club:

- Check for any information about changes to the normal collection routines
- Attempt to contact the parents/carers on their home, work and mobile numbers
- Telephone the emergency contacts that have been provided by the parent/carer
- When a child has not been collected by 3:30pm, the child is enrolled within After School Club
- The parent/carer is liable to pay the cost for this service (£5.50 if collected by 4.15pm, £7.70 if collected after 4.15pm).
- Lateness of collection is monitored by the school; the school may share information with regard to persistent lateness with the Education Welfare Officer or Children's Social Care
- School will inform parents/carers of the possible arrangements that may be put into place for their child if they continue to collect their child late and an invitation to parents/carers to meet with the Attendance Lead for a discussion about their circumstances
- 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 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 **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/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 the Head teacher /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 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.

At the time of early collection, parents/carers/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. 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/Carers are required to sign their child out of school and provide evidence of the appointment. The office will ensure that the child is signed out of school when leaving the premises. When parents/carers 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.

Monitoring and Review

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

Policy approved: July 2025

Policy to be reviewed: July 2026