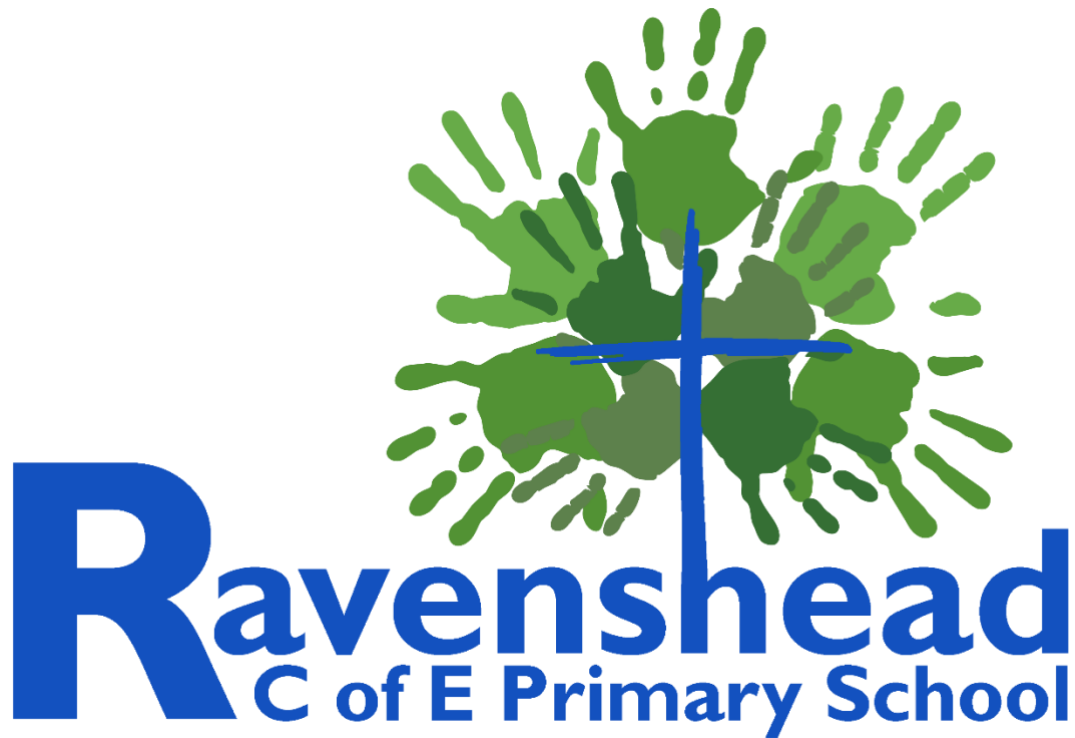




Collection and Drop Off Policy

This policy was reviewed: September, 2025

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Source: School.

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1. Our School Vision

Our school vision is based on the theme of '***Taking Care***'. We strive to encourage our children, staff and wider community to 'take care' of one another through the core Christian Values of:

Kindness, Hope, Courage and Respect.

Our vision is inspired by the words in Corinthians:

“Let love and kindness be the motivation behind all that you do.”

(1 Corinthians 16.14)

Ravenshead C of E Primary School is committed to valuing diversity and to equality of opportunity. In biblical tradition, children in particular are seen to hold a special place in the priorities of God. Furthermore, we hold to the foundational belief that all people are created in God's image and are intrinsically valuable. Everyone should be treated as fundamentally precious, irrespective of behaviour, achievements or potential.

Therefore, we aim to create and promote an environment in which pupils, parents/carers and staff are treated fairly and with respect and feel able to contribute to the best of their abilities. The school's biblical foundation provides a model of Christian community described as the 'body of Christ', in which everyone has a part to play, and everyone without exception has God-given gifts which are to be used for the benefit of others.

2. Definitions

For the purposes of this policy and procedures, a child or pupil is under 18 years of age. Wherever the term parent or carer is used, this includes any person with parental authority over the child concerned e.g. legal guardians.

3. Introduction

In order to safeguard all of our children at Ravenshead C of E 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.

4. General Collection Arrangements

- Children are to be collected at the end of the school day from their child's class teacher or the adult supervising the class at the time.
- Children must inform their teacher when their agreed adult has arrived.
- For older children (Year 5 and 6), in order to prepare them for secondary school, they may be released from their class in order to find their parent/carers on the playground. If their parent/carers is not there, children should return to their classroom where an adult will follow the procedures outlined in the Late Collection Procedure Arrangements section 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 parent/carers 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.

5. Late Drop-Off Procedure

- If your child arrives late to school and their year group entrance door is locked, parents/carers must take their child to the Main Reception (located in the KS2 building).
- Parents/carers must complete the pupil signing in book that is in the Main Reception, providing information as to their name and what time their child has arrived.

6. Late Collection Procedure

- When a child has not been collected at home time, the child will be taken to the Main Reception.
- A member of the admin team will make contact with the parents/carers by telephone.
- If parents/carers are unavailable, the emergency contact is called.
- When a child has not been collected by 4.00 pm, the child is enrolled within After School Club. The parent/carer is liable to pay the cost for this service.
- Lateness of collection is monitored by the school. The school may share information in regard to persistent lateness with the Educational Welfare Officer or Children's Social Care.

7. Non-Parents/Carers Collecting Your Child

- Parents/carers 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. 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, including older siblings, when the teacher is satisfied that it is safe and reasonable to do so.
- Should there be a late change to who is collecting a child, parents/carers must telephone the Main Reception 01623 456516 to ensure that the message reaches the class teacher. Please do not rely purely on a message via Class Dojo as we cannot guarantee that teachers will see this during the day whilst they are teaching.

8. 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.**
- Children in Year 5 and 6 are allowed to leave school independently to walk home provided parental consent has been given. At the start of each academic year, parents/carers are asked via the Arbor Parent App to give or decline permission for their child to walk to school. 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. Children are always told to return to school if they encounter any problems e.g. lost door key.
- In extenuating circumstances, or if an alternative method of transport (e.g. buses/ taxis) are required for children to travel home independently, then a request must be made in writing to the Headteacher. If approved, a signed parental consent form will be kept on record (see Appendix 2).
- 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) or leaving school later than normal home time must be collected by a responsible adult and signed out of school as per the Early Collection Procedure outlined below.

9. Early Collection Procedure

- Whenever children need to be collected before their formal dismissal time, parents/carers must provide prior notification by writing (to the office via Class Dojo or via the school email) or by telephoning the school. This is to ensure that the class teacher is notified and therefore has sufficient time to distribute any notices or letters.
- At the time of early collection, parents/carers must report to the Main Reception. Parents/carers are required to sign the child out with the time that the child is being collected. Admin 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 admin staff 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 admin team will ensure the child is signed back into school upon their return.

10. Supervision in the School Grounds

Parents/carers should note that the school does not provide a member of staff to supervise children before the doors open at 8.50 a.m. (unless the children are part of the agreed breakfast club or attending booster classes) or after 3:35pm (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 School Club and parents/carers will be billed accordingly. Should your child be in Year 5 and 6 and they walk to school independently, parental consent must be given in writing that they accept responsibility for their child being unsupervised on the school site before school via the online form sent out via Class Dojo at the start of the academic year.

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.

11. 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.

12. Links to Other Policy Documents

- Health and Safety Policy.
- Safeguarding Policy.
- Attendance Policy.

Appendix 1



Swinton Rise, Ravenshead, Notts, NG15 8FD.

FAO Mrs Emma Johnson

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 Johnson should I wish to discuss the matter further.

Yours Sincerely,

Parent/Carer.