



Drop off and Collection Procedure 2025-26

Review

This document will be reviewed in full by the Governing Body on an annual basis.

This document was formally approved by the Governing Body on 10th December 2025

Date of Review: December 2026

Key Principles

- Staff are responsible for the safe and orderly dismissal of pupils.
 - Pupils will only be released to known and authorised individuals.
 - Written parental/carer consent is required for pupils in Years 5 and 6 to walk home alone, subject to school approval.
 - Any changes to usual collection arrangements must be communicated to the school in advance.
 - Parents/Carers must ensure punctual drop-off and collection, including after extracurricular activities (by 4:15pm).
 - Late arrivals and collections will be monitored by the Senior Leadership Team.
 - Reasonable allowances will be made in exceptional circumstances.
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Responsibilities

School

Drop-off:

1. The school gates to the playground open at 8:40am.
2. Registers are taken at 8:50am. All pupils are expected to be in school by this time. Pupils arriving after this time will be marked late.
3. Pupils arriving after 8:50am must enter via the school office, accompanied by a parent/carer, sign pupil in on INVENTORY and provide a reason for lateness.
4. After 9:20am, pupils will be marked as having an unauthorised absence unless a valid reason is provided.

Collection:

5. The school day ends at 3:15pm
 6. Pupils will be dismissed from designated gates to a recognised adult.
 7. Staff will retain pupils until the appropriate adult is identified.
 8. Written parental/carer consent is required for Years 5 and 6 pupils to walk home alone.
 9. Individual cases may be risk-assessed by the school's safeguarding team
 10. Late collections will be referred to the Senior Leadership Team
 11. Pupils attending after-school clubs must be collected promptly at 4:15pm.
 12. Persistent late collections may result in withdrawal from extracurricular activities.
 13. Pupils will not be released if distressed or if the adult appears unfit to ensure their safety.
 14. Concerns will be reported to the Designated Safeguarding Lead (DSL).
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Parents/Carers

1. Pupils must not be left unsupervised on the school site before 8:40am.
 2. Tuck shop monitors must enter via the main entrance.
 3. Pupils must be collected promptly at 3:15pm or 4:15pm after clubs.
 4. Default collection arrangements must be communicated at the start of each term and agreed by the Senior Leadership Team.
 5. Changes to collection arrangements must be communicated in writing or by phone.
 6. If there is uncertainty, staff will retain the pupil and contact the DSL.
 7. Parents/carers are responsible for supervising children once collected.
 8. Pupils must not use playground equipment before or after school.
 9. Ball games are not permitted before or after school.
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Pupils

- Must leave school promptly and sensibly with their designated adult.
 - Must not use school equipment after school hours.
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After School Club Leaders

- Must ensure pupils are handed over to a responsible adult.
 - Pupils must not be left unattended after clubs.
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Collection following school visits

- Pupils will be walked back into school by staff
 - Pupils will then be dismissed to an adult at the school gate
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Independent Travel (Years 5 & 6 Only)

- Parents/Carers must assess the safety of the route and their child's readiness.
- Written consent is required and reviewed by the school's safeguarding team.
- Parents/Carers must notify the school immediately if their child does not arrive home as expected.

Key Safety Tips for Parents:

- Practice the route together: Walk the route with your child and point out safe crossing points.
- Teach road safety: Reinforce the Green Cross Code—stop, look, listen, and think.
- Avoid distractions: Encourage children to stay alert and avoid using phones or headphones while walking.
- Stranger awareness: Discuss what to do if approached by someone they don't know.
- Emergency contacts: Make sure your child knows your phone number/their home phone number and one other emergency contact.
- Dress for visibility: In darker months, ensure your child wears bright or reflective clothing.
- Group travel: Encourage walking with friends or siblings when possible.

Road Safety Tips for Children:

Help your child stay safe by teaching them to:

- Pay attention to traffic at all times—never get distracted.
- Always cross at traffic lights or safe crossings—never in the middle of the road.
- Look both ways and listen before crossing.
- Watch out for cyclists and vehicles turning.
- Be cautious—cars may be moving faster than they appear.
- Never go with strangers or anyone not agreed upon as a “safe adult.”
- If approached or in danger, shout loudly and run to a safe place.
- Know who to ask for help if needed—trusted adults, shopkeepers, or return to school.

Thank you for helping us keep our children safe.

Supervision on Site

- Staff are not available to supervise pupils before 8:40am or after 3:15pm, unless attending a club.
 - Pupils left unsupervised will be placed in the care of the DSL and parents will be contacted.
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Drop-off and Collection by Siblings

- Pupils may be collected by a secondary school-aged sibling with written consent.
 - Pupils will not be released to unknown individuals or other parents without prior notification.
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Parental Responsibility

- The school respects legal parental rights and will comply with court orders.
 - Parents/Carers must inform the school of any changes to collection arrangements.
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Late Collection Procedure

- Parents/Carers must notify the school if delayed.
 - Once collected Parents/Carers must sign pupils out on INVENTORY
 - Persistent lateness may be referred to the Attendance Officer and/or Children's Services.
 - Emergency arrangements must be confirmed verbally and in writing.
 - If no contact is made by Parent/Carer within 45 minutes of school finishing, safeguarding procedures will be followed.
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Early Collection Procedure

- Prior notice must be given for early collection.
 - Parents/Carers must sign pupils out on INVENTORY giving the reason for early collection.
 - Appointment evidence will be requested.
 - Pupils must be signed back in upon return.
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Staff Carpark Access

- Parents/Carers are not permitted to use the staff car park.
 - The only exception to this would be in an emergency situation
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Special Arrangements

- If Parents/Carers are unable to drop off and collect their child in accordance with this policy, they are required to attend a face-to-face meeting with a member of the senior leadership team.
- The purpose of the meeting will be to explore their individual needs and alternative arrangements.
- The school will review each case on an individual basis and ensure any alternative drop off and collection arrangements are assessed in line with the suitability for the child and their safety.