



**KEA C P SCHOOL**

**COLLECTING CHILDREN FROM SCHOOL  
POLICY**

**Approved by:** Full Governors **Date:** October 2022

**Last reviewed on:** Autumn Term 2022

**Next review due  
by:** Autumn Term 2024

**Signed:** **Date:**

## **Introduction**

It is essential that the school ensures all children 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 procedures**

- Collection time for all children at Kea School is 3.30 pm unless attending an after school club. All after school clubs finish at 4.30 pm.
- Parents are to collect children from the playground. School staff will hand children over to their parent/carer or agreed adult.
- Children in year 5 and 6 are permitted to walk or cycle home from school if a consent form has been completed by the parent/carer.
- Collection from after school clubs will be from the playground for sports clubs or from the classroom where the club is being held. Parents/carers will be notified where the club is being held on confirmation of their child's place.
- 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/carer or agreed adult is not in a fit state to ensure their child's safety.
- Members of staff should never take a child home themselves.

### **Late Collection procedures**

- When a child has not been collected at 3.30 pm, the child will be taken to the school office.
- Office staff will contact parents by telephone.
- If parents are not contactable, staff will telephone the other contacts on the child's emergency contact list.
- After three times in a school year when a child has not been collected until 3.45 pm or later, parents will be fined a fee of £10.00.
- Late collection is monitored by the school.

### **Non-parents collecting children**

Parents must provide clear verbal or written permission to the classteacher or office staff for children to be released to an adult who is not the parent or carer of the child.

If the person collecting is not known to the school, the parent/carer must give the school a password. In these circumstances, the person concerned must report to the school office where staff will ask for the parent/carer's password to confirm their identity.

The classteacher will send children to the office so that office staff can deliver children to the correct collection person.

- Staff will not release children to an adult if they are unsure of their identity and may ask to see identification.
- If, after checking identification, there is any uncertainty about the person collecting, staff will contact parents for further clarification and inform the headteacher or member of the Senior Leadership Team
- If the parent/carer is not contactable, staff will follow the procedures for children uncollected from school.
- Children will only be released from school to young people over primary school age, including older siblings, and only when the teacher is satisfied that it is safe and reasonable to do so.

- Older siblings (Y5/6) are allowed to collect younger siblings from their classrooms and walk round to the car park to be collected by their parent.

### **Children travelling home independently**

Children in years 5 and 6 are allowed to leave school independently 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 classteacher. This permission only applies 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. Children leaving early for appointments must be collected and signed out from the school office.

### **Parental Responsibility**

The school acknowledges that those with Parental Responsibility have a legal right to collect their child 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 comply with any court orders that may be in place.

### **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 the school.