



# Collection of Children Policy



Date of Policy: June 2023  
Date of Review: June 2025  
Responsible for Policy: Local Governing Body  
Policy Approved: June 2023



## Introduction

This policy is to ensure that children arrive and depart from school safely.

The school gates are unlocked from 8.30am. Children should arrive at school from 8.30 onwards unless special arrangements have been previously made i.e., children's club or before school activities.

All parents are required to provide details of parent/carer and other family members who may collect their child. All parents will notify the school in advance if a different person will be collecting their child and who that person is.

## Nursery

Nursery arrival times are 8.30 am or 12.30pm. Nursery children should be brought to the rear of the building by their parents/carers and will enter the building at the Nursery door. A member of staff will be there to receive the children.

At the end of the Nursery session 11.30am, 2:30pm or 3.30pm parents will wait at the Nursery door and the children will be called as their parents arrive.

## Reception and KS1

Parents/carers should bring their children on to the playground and wait with them until the staff have collected them. Staff members will welcome children into school from 8:30am. The school gates and classroom doors will be closed at 8:45 for the official start to the school day.

Once inside the school the children should hang up their coats and bags and proceed to the classroom. Members of staff at the door or the admin staff will pass on any information necessary.

At the end of the school day the school gates will be opened at 3:05pm, parents should wait on the playground. Children will be released from school at 3.15pm and handed over to their parent/carer by a member of staff.

If there is a change to the identity of the person who normally collects the child the school must be informed in advance otherwise staff will have the right to refuse to hand over the child until confirmation has been received from the parent/carer confirming the identity of the person collecting the child.

## KS2

From 8.30am the children may arrive and go straight on to the playground. A member of staff will be at the school gate to ensure that no child leaves the school grounds once they have been left by their parent/carer. At 8:35am the school doors will be opened, and staff will welcome the children into the school. The children should enter the school via their year group door. The school gates will be closed at 8:50 for the official start to the school day. As soon as the children enter school, they should hang up their coat and bag and proceed to their classroom where they will engage in early morning activities.

At the end of the school day the school gates will be opened at 3:20pm, parents should wait on the playground. Children will leave the school building via their year group door and proceed to the playground with a member of staff who will dismiss them to their parents/carers at 3:30pm. A member of staff will always be at the gates to ensure that the children are collected by their parent/carer.

If there is a change to the identity of the person who normally collects the child the school must be informed in advance otherwise staff will have the right to refuse to hand over the child until confirmation has been received from the parent/carer confirming the identity of the person collecting the child.



## Children with permission to walk home or to WHR site

Children in KS2 will be permitted to leave the site independently if parental permission has been received in writing. Class teachers will keep an up-to-date list of children who have parental permission to leave independently in their classrooms, ensuring it is available for any adult who may be covering the class.

## Children's Club

Children's club runs from 7.45am to the beginning of the school day. At the end of the day it runs from 3.15 for EYFS and KS1 and 3.30 for KS2 to 5.30.

On arrival children should be brought to the hall door by their parent/carer and handed over and signed in by a member of staff. EYFS and KS1 children will be handed over to their class teacher at 8.55. KS2 children will be walked to Scots Lane by two members of staff and taken on to the playground.

At the end of the children's club session the parent/carer will collect their child from a member of staff promptly by 5.30pm.

## Late collection of children

Whenever possible, late collection of children from school should be avoided and parents are expected to make every effort to avoid this happening.

However there may be unavoidable circumstances where a parent or carer may be late. In these circumstances the parent/carer should notify the school as soon as possible that they will be late and give an approximate time of arrival.

Uncollected children will remain with a member of staff, usually a member of the admin staff until they are collected by a family member.

Where a child has not been collected and there has been no explanation, the school will ensure supervision until collection. The school will try to make contact with the people on the list of contacts. If after 30 minutes the school has failed to make contact with a parent/carer or another family member Social Care will be contacted and the child handed over to them for temporary care.

## Review

This policy will be reviewed periodically according to the school's policy review cycle.

## Review history

Issue 01	Policy approved by Governors.	05/03/12
Issue 02	Amendment to Children's Club starting time	13/03/13
Issue 03	Reviewed	10/03/14
Issue 04	Reviewed	10/03/15
Issue 05	Reviewed	12/03/16
Issue 06	Reviewed	15/03/17
Issue 06	Amendment to start of the day and collection time.  Additional information added regarding walking home from school.	08/06/2023