# SCHOOL DROP-OFF AND COLLECTION POLICY

**Definitions**

For the purposes of this Policy and procedures a child, young person, pupil or student is referred to as a 'child' or a 'pupil' and they are normally under 18 years of age.

Wherever the term 'parent' is used this includes any person with parental authority over the child concerned e.g. carers, legal guardians etc.

**Introduction**

To safeguard our pupils at Uplands Manor 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.

**Supervision in the School Grounds**

Parents should note that the school does not provide a member of staff to supervise children before the doors open at 8. 40 a.m. (unless the children are part of the agreed breakfast club or after 3.30pm (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 parents will be contacted by a member of the Senior Leadership Team or Safeguarding team.

**Parent/carer contact information**

Parents / carers of children at our school are asked to provide contact information that includes:

- home address and at least two telephone numbers. If the parents / carers do not have a telephone, they must provide either:
  a. an alternative number, perhaps a neighbour or close relative
  b. place of work, address and telephone number (if applicable)
  c. mobile telephone number (if applicable)
- names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent
- information about any person who does not have legal access to the child as well as who has parental responsibility for the child

*<u>Please note:</u> it is the responsibility of the parents to update school if any contact information changes.*

**General Collection Arrangements**

- Children are to be collected at the end of the school day from their child's class teacher or the teacher supervising the class at the time
- Children must inform their teacher when their agreed adult has arrived
- Children are not to be released from school with someone if they are showing signs of distress or anxiety

- Children are not to be released if the teacher feels that the parent is not in a fit state to ensure their child's safety. This will be immediately reported to the Designated Safeguarding Lead in school

**Authorised Adults Collecting Your Child**

Parents must have provided clear verbal or written permission to the class teacher or school office for children to be released to an adult who is not the parents or carers of the child. Where possible, this person will be introduced to the class teacher in advance of the first collection.

On occasions when parents / carers or any people normally authorised to collect the child are not able to collect the child, they must inform school of the name of the person who will be collecting their child. We agree with parents / carers how to verify the identity of the person who is to collect their child.

Parents are informed that if they are not able to collect their child as planned, they must inform us so that we can begin to make plans. We provide parents with our contact telephone number, 0121 558 1602, so that they can inform us if they will be late collecting their children.

- 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

**Early Collection 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, and a reason for early collection must be given.

At the time of early collection, parents/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 office area for their child to arrive from the class.

The School recognises that at times, pupils may need to attend emergency 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 office will ensure that the child is signed out of school when leaving the premises. When parents 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.

**Late Collection Procedure**

If a child is not collected from school by 3.30pm (10 minutes after the end of the school day) then:

- The child is taken to the school office. A member of the school admin team will check the school records for any information about changes to the normal collection routines (e.g. message from parent or attendance at a club)

- If no information is available, parents/carers are contacted by telephone at home or at work
- If parents are unavailable, the adults who are authorised by the parents to collect their child from school (and whose telephone numbers have been provided to school by the parents) are contacted
- All reasonable attempts are made to contact the parents or nominated carers. The child will not be allowed to leave the school premises with anyone other than people that the school have been informed are authorised to collect them

**Wraparound care**

- If no-one collects by 3.30pm, the child is taken to the wraparound care provision of the school, run by 4Community Trust, for which parents will be liable for an emergency charge. The wraparound care closes at 6pm. The charge after 6pm is £1 per minute. These charges are payable directly to 4Community Trust
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with the lead DSL and social care.
- If a child is not collected from 4Community Trust by 6pm, then their late collection procedures are followed.

**Families excluded from the wraparound care facility**

If families have unpaid debt with our wraparound care provider and have been excluded from this facility, then we apply our procedures for uncollected children:

- A register is kept of the number of times a child is collected late.
- If this is happens 3 times, we inform a member of our child protect team and Social Services will be informed
- If we cannot get hold of any contacts, in liaison with social services, the police may be called
- The child stays in school, supervised by a member of the Senior Leadership Team, until the child is safely collected either by the parents, the police or a social worker. Social services will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority
- A full written report of the incident is recorded in the child's file and given to our Designated Safeguarding Lead

**Persistent late collection**

If parents are regularly late collecting their child from school, they will be encouraged to take up a planned place in our wraparound provision.

***If this is not done and parents continue to be late collecting their child, our lead DSL is notified so discussion can happen to support the family and Social Services may be contacted.***

**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.

**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".**

**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**

Only children in Year 6 are allowed to leave school independently to walk home from January onwards, provided parental consent has been given in writing. This is subject to review, depending on pupil behaviour in 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.

In an extenuating circumstance or if an alternative method of transport (e.g. buses/ taxis) is required for children in Year 6 to travel home in independently, then a request must be made in writing to the Headteacher. If approved, a signed parental consent form will be kept on record.

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 at 3.20pm: 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.

Links to other policy documents
See also:

- Health and Safety Policy
- Safeguarding 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 this school.

**APPENDIX 1**


# UPLANDS MANOR PRIMARY SCHOOL

**Headteacher: Mrs R. Keen**

Addenbrooke Road, Smethwick, West Midlands, B67 6HT
Email: headteacher@uplandsmanor.sandwell.sch.uk
Website: uplandsmanor.sch.life
Telephone: 0121 558 1602


Dear Parents/Carers

In Year 6, we understand that some families wish for their child to walk home alone in order encourage them to be more independent, especially as it gets closer to their transition to secondary school.

At Uplands Manor, we are happy to facilitate this **from Monday 4th January 2027** for those children who we have received parental consent for. This privilege may be withdrawn if your child is involved in behaviour incidents in or out of school.

Our updated Drop off and Collection Policy should be read and can be found on the school website. If you wish your child to travel to/from school alone then please complete the reply slip at the bottom of this page and return it to the school office at your earliest convenience.

If you feel your child is sensible enough to walk home by themselves from **Monday 4th January**, please complete and return the slip below.

Thank you for your continued support,

L-Mc Monk

Mrs Monk
UKS2 Phase Leader

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**Year 6 Permission to walk home alone**

I give permission for my child _____ Class _____

to walk home alone from Monday 4th January 2027.

Signed _____ Date _____

**APPENDIX 2**

Date: ……

**FAO: Mrs Keen**

I am writing to request that my child _____in class _____ 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 Keen should I wish to discuss the matter further.

Yours Sincerely

Parent/ Guardian