



# 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

In order 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.

## 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
- 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. This reassures parents that children are properly cared for if they are unavoidably delayed.

## Late Collection Procedure

- When a child has not been collected by home time, the child is taken to the school office
- A member of the school admin team will make contact with the parents by telephone
- If parents are unavailable, the emergency contact is called
- When a child has not been collected by 3.30 pm, the child is enrolled within 4Community Trust after school club. The parent is liable to pay the cost for this service.
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with Children's Social Care.
- If a child is not collected from 4Community Trust by 6pm, then their late collection procedures are followed.

## **Non Parents 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. 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 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 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 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: 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.

## **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.

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.

### **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.

### **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.

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](mailto:headteacher@uplandsmanor.sandwell.sch.uk)

Website: [uplandsmanor.sch.life](http://uplandsmanor.sch.life)

Telephone: 0121 558 1602

Dear Parents,

As our children grow, we hope they not only grow in stature but also in confidence and independence too.

Consideration will be given to children in Years 6 to permit them to travel to and from school on their own.

However, in view of the fact that we have busy roads with fast moving traffic, we take this decision very seriously and ensure that parents/ carers provide us with written consent to allow your child to walk to/ from school on their own. This consent will be kept on record and adhered to consistently.

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.

Yours Sincerely

Mrs R Keen  
Headteacher

---

**Permission to walk home to/from school on their own.**

Child's Name .....

I give permission for the above named child to walk home to / from school on their own.

Signed: ..... Print Name:.....  
Parent/Guardian

Date: .....

**Achievement**

**Belief**

**Creativity**

**Determination**

**Enthusiasm**



APPENDIX 2



the sandwell  
well-being  
charter  
mark



We're working  
towards Artsmark  
Awarded by Arts  
Council England



Date: .....

**FAO: Mrs Keen**

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 Keen should I wish to discuss the matter further.

Yours Sincerely

Parent/ Guardian