



Sacred Heart RC Primary School



‘Where Every Heart is Sacred’

Drop Off and Collection Policy

Mission Statement

Our school community serves the common good to the benefit of all;
where the rights and dignity of every human person are respected and
‘Every Heart is Sacred’.

We support and encourage everyone to reach their full potential.

We are witnesses to God’s love through our actions;

Inspiring hope, nurturing love and caring for our Common Home.

We serve each other peacefully, joyfully and truthfully
so that all

‘have life and have it to the full’.

Ratified by:	Safeguarding Committee
Date:	January 2025
Last reviewed:	n/a
New review due:	January 2027

Contents

Introduction.....	3
Rationale.....	3
Roles and Responsibilities.....	4
Timings of the School Day	5
School Drop Off	5
Collection at the End of the Day	5
Late Collection Procedure	6
Extra-curricular activities	7
Travelling to and from School Independently.....	7
Siblings Aged 16 or 17 Years	8
Parental Responsibility	8
Early Collection Procedure	9
Breakfast Club	9
Monitoring and Review.....	9
Appendix 1 - Permission Request to Travel Independently to/from School.....	10
Appendix 2 – Late Collection Letter	10

Introduction

Through this policy we aim to:

- Ensure clear and consistent procedures for the drop-off and collection of children.
- Minimise risks during busy periods of arrival and departure.
- Provide guidance for parents/carers, staff, and children to promote safety and punctuality.
- Establish procedures for managing late or non-collection of children to minimise distress.

This policy has been developed to ensure that all adults in our school community, including regular staff, supply staff, volunteers, visitors, and contractors, work together to establish safe and consistent practices for the drop-off and collection of children. It aims to safeguard and promote the welfare of children, ensure clear communication with parents/carers, and minimise risks associated with arrival and departure times. By providing structured procedures, this policy supports the smooth and punctual start and end of the school day while prioritising the safety and well-being of all children.

Our approach is child-centred.

Rationale

Section 175 of the Education Act 2002 requires local education authorities and the governing bodies of maintained schools and FE colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. In addition, those bodies must have regard to any guidance issued by the Secretary of State in considering what arrangements they need to make for the purpose of that section.

Safeguarding arrangements will include consideration of the procedures for dealing with children who are late to be collected or are not collected at the end of a school day/ authorised school activity and where the Governing Body or Proprietor retains responsibility for the use of school premises. It also applies where staff have concerns about effective care by the person collecting the child and the impact of this on the child's safety outside of school, in line with Safeguarding Children and Safer Recruitment in Education, DfE 2012, [Working Together to Safeguard Children December 2023](#) and [KCSiE 2024](#).

Other legislation relevant to this guidance:

- Children Act 2004
- Children Act 1989
- Children and Young Persons Act 1933 Occupiers liability Acts 1957 and 1984

This policy should read and applied in conjunction with our most recent Safeguarding and Child protection Policy which is available on our [website](#).

Roles and Responsibilities

- **Governors:**
 - Review the policy periodically and ensure it aligns with legal and safeguarding requirements.

- **Headteacher and Senior Leadership Team (SLT):**
 - Ensure all staff and parents/carers adhere to the policy.

- **School Office Staff:**
 - Maintain accurate records of attendance, late arrivals, and collection arrangements
 - Contact parents/carers and emergency contacts if necessary when a child is more than 10 minutes late to be collected at the end of the day
 - Share information with the Safeguarding Team regarding issues with punctuality/safe drop off/safe collection

- **Class Teachers and Support Staff:**
 - Ensure that all relevant staff know who will collect each child at the end of each day
 - Report any safeguarding concerns regarding drop-off and collection to the Designated Safeguarding Leads (DSL/DDSLs) via CPOMS and in person where possible

- **Parents/Carers:**
 - Ensure punctuality at both drop off and collection times
 - Ensure school has 4 emergency contact numbers on record
 - Communicate promptly with the school regarding changes in drop-off or collection arrangements. For example, if a different adult will collect the child/ren at the end of the school day, the class teacher and/or office staff must be told about this change in advance or the child will not be released
 - Understand that, where there is any doubt regarding which adult should be collecting their child from school, the child will not be released until a member of staff has spoken to the child's parent or carer via telephone

NB: Given the location of our school, children will only be allowed to walk home alone with written permission from parents and agreement from the headteacher that it is appropriate and safe to do so (please see below).

Timings of the School Day

- **Start of the School Day: 8:45am**
 - **Late Arrival:** Pupils arriving after 8:55am must sign in at the office and will be marked as late in the register.
 - **End of the School Day:**
 - **EYFS (Nursery & Reception):** 3:05pm
 - **KS1 (Classes 1, 2 & 3):** 3:15pm
 - **KS2 (Classes 4, 5, 6, 7, 8 & 9):** 3:25pm
-

School Drop off

No ball games are permitted before the start of the school day and children should **not** use school equipment, such as the Woodland Area. The school takes no responsibility for accidents incurred on the school equipment before handover.

As staff do not begin their supervisory duties until 8:45am, children should **not** be left unattended before they enter their classroom door from 8:45am. The Safeguarding team will be alerted if children are left unattended before school begins.

The main playground gates are open from 8:45-8:55am.

Any child arriving after 8:55am must sign in at the office. Arrival after 8:55am results in a late mark ('L') in the school register. Late arrivals must select a reason on the Inventory screen for arriving after the 8:55am cut off time.

At 9:25, 30 minutes after the start of the school day, the registers will be closed. Any child arriving after 9:25am will receive a 'U' mark which is an unauthorised absence. Please refer to our attendance policy which is available on our [website](#).

Collection at the End of the School Day

The end of school day is as follows:

- **EYFS (Nursery & Reception):** 3:05pm
- **KS1 (Classes 1, 2 & 3):** 3:15pm
- **KS2 (Classes 4, 5, 6, 7, 8 & 9):** 3:25pm

Teachers dismiss their pupils from their classrooms into the charge of a recognised parent, carer or responsible adult who will accompany the child to their home.

Older pupils (please see below) are only allowed to walk home alone with written permission from parents and agreement from school that it is appropriate and safe to do so.

In addition, teachers and the Safeguarding Team will risk assess individual circumstances where extra

supervision is thought necessary (please see below).

Children will not be released from school if they are showing signs of distress or anxiety with regards to the adult who has arrived to collect them or the location they will be travelling to together.

Children will not be released if the member of staff feels that the adult who has arrived to collect the child is not in a fit state to ensure their child's safety (e.g if the adult appears to be intoxicated or in another state of dysregulation). This will be immediately reported to the Designated Safeguarding Lead in school.

As staff complete their supervisory duties ten minutes after the end of their teaching day, children should **not** be left unattended after they have been collected from their classroom door or from the school office. The Safeguarding team will be alerted if children are left unattended after school.

For insurance purposes, children should **not** play ball games or use school equipment, such as the Woodland Area, at the start of the school day. Sunny Brow Park is across the road from school and is open to the public all day. The school takes no responsibility for accidents incurred on the school equipment after handover.

Late Collection Procedure

Parents and carers must collect their children on time every day unless there is a serious extenuating circumstance in which case the parent/carer must contact the school at the earliest possible moment.

It is **not** acceptable to leave a younger child in class until an older child completes their lessons.

If a child is not collected on time, the Safeguarding Team will be notified and parents will be contacted. All late collections will be monitored using the Inventory screen and, where appropriate, the school safeguarding system (CPOMS).

If parents/carers can not be reached via telephone, school will then contact the emergency contacts that we have on record.

Persistent late collection is a safeguarding concern. In cases of persistent late collection, the school may share this information with Children's Services.

In the absence of an after-school club on school grounds, a late collection fee of £5 per child per 15 minutes will be charged by the school for emergency childcare arrangements. Parents/carers will be invoiced via ParentMail.

In addition to this, parents/carers may be invited to meet with a Designated Safeguarding Lead if they continue to collect their child late for an in-depth discussion about their circumstances (see appendix 2).

In the event of a child not being collected from school and the school being unable to contact any emergency contacts/receiving no notification from the parent/carer within 45 minutes of the end of the school day, the school will follow its child protection procedures. This means that the Police will be informed and a safeguarding referral will be made to Children's Services.

Under no circumstances will school staff go to look for the parent/carer or take the child home with them.

Under no circumstances will a member of staff accompany a child home using any method of transportation, including taxi.

Extra-curricular Activities

The above also applies if children participate in an extra-curricular activity – all children must be collected on time and it is the parent/carer’s responsibility to ensure they know the correct finish time of the club.

Under no circumstances should siblings, other family members or the children of family friends be left at the office while another child completes an extra-curricular activity. An emergency childcare fee of £5 per child per 15 minutes will be charged by the school should this occur. Parents/carers will be invoiced via ParentMail.

All late collections will be monitored and logged and where applicable the late collection protocols will be implemented (see above).

Regular late collection may result in the child no longer being allowed to attend the club.

Children travelling to and from school independently

Whilst there is there is no law prohibiting children from walking to or from school until a certain age, our school is situated close to a railway line and several very busy roads, some of which can be fast-moving and all of which present dangerous situations on a very regular basis. In addition, there is regular criminality on the surrounding footpaths so allowing children to travel to and/or from school independently must be given extremely careful consideration.

The [NSPCC](#) advise the following:

Babies and toddlers	Primary school children	Secondary school children
<p>While every child is different, we wouldn't recommend leaving a child under 12 years old home alone, particularly for longer periods of time.</p> <p>Children in primary school aged 6-12 are usually too young to walk home from school alone, babysit or cook for themselves without adult supervision.</p> <p>If you need to leave them home, it's worth considering leaving them at a friend's house, with family or finding some suitable childcare. We have advice about this below.</p>		

Due to the potentially dangerous nature of the roads surrounding our school, the only children who will be permitted to travel home independently will be children in Year 6 (all year round) and children in Year 5 (from the summer term only, i.e. after the Easter holidays).

Parents should work with their child to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness including reminding children not to use their phones on the way to/from school apart from to alert their parents/carers of their whereabouts while they are on school grounds.

Children should leave their phones at the office before entering their classrooms and collect their phones from the office once they have been dismissed from class. Children's mobile phones should never be in their classrooms or in their lockers.

The school requires written parental consent for Year 5 (summer term only) and Year 6 (all year round) to walk to and from school independently (see appendix 1).

Parents/carers should notify the school immediately if their child does not arrive home at the expected time.

Drop off and collection by older siblings/members of the same household

It is the parent/carer's responsibility to ensure that their child is dropped off and collected by a responsible person.

Children will only be released to a 16- or 17- year old if they are a sibling or reside in the same household **and** if school has received written consent from the parents/carers of the Sacred Heart pupil.

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 comply with any court orders that may be in place. The best interests of the child must be considered by all parties.

Early Collection of Pupils Procedure

The School recognises that, at times, pupils will need to attend appointments (such as 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 provide evidence of the appointment.

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 using the Inventory screen.

Office staff will notify teachers that the parent/carer has arrived to collect the pupil.

Parents/carers are kindly requested to wait at the main office for their child to arrive from the class.

When parents return their child to school, they must return to the school office and sign their child back in using the Inventory screen.

Breakfast Club

Children booked onto breakfast club must enter via the main office entrance.

Children **must** sign in/be signed in by the adult who drops them off – the Inventory screen must be used. In the event of an electrical fault, a paper sign in sheet will be provided.

Monitoring

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.

Review

This policy will be reviewed annually or sooner if legislation or school procedures change.

Appendix 1- Travelling to and from school independently (Year 6 all year; Year 5 summer term only)

Please tick boxes as appropriate:

- I wish to inform you that my child will be walking **to school** on a regular basis.
- I wish to inform you that my child will be walking **home from school** on a regular basis.

Parental Agreement

I confirm that my child is suitable to walk home, knows how to keep him/herself safe and is able to deal with emergencies.

I confirm that my child knows his/her address and at least one parent/carer's phone number I will notify you immediately should this arrangement change.

I have read and understood the guidelines, systems and reasonable precautions set out in the Drop Off and Collection Policy.

I can confirm I have parental responsibility. I understand that this is my own decision and that the school is not responsible for my child once they have been released.

Child's Name _____

Child's Class and Class Teacher's Name _____

Start Date for Walking Independently _____

Parent/Carer's Name _____

Parent/Carer's Signature _____

Date of Signature _____

Headteacher's Notes:

Distance from school to home (miles and time) _____

Who will be present when child gets home _____

Will child be alone for any amount of time? If yes, state how long _____

Space for further notes if necessary:

Appendix 2 – Late Collection from School

Dear [Name],

As you are aware, [Child's Name] was collected late from school on [Date].

It is the parent/carer's responsibility to ensure their child/ren are collected on time. Being collected late is very distressing for the child/ren concerned and causes significant disruption to the organisational effectiveness of our school.

I would like to remind you that, to keep your child/ren safe, Sacred Heart RC Primary School is obliged to implement our Late Collection Procedure. You have been charged £[Amount] per child for the emergency after-school care, and you will be required to make the payment via Parent Mail. This charge equates to £5 per child for every 15 minutes of late collection.

Designated Safeguarding Leads will keep a record of incidents where parents/carers are over ten minutes late collecting their child(ren) from school. If you are regularly late to collect your child, fail to collect your child after 45 minutes, or fail to make suitable alternative collection arrangements, this may result in the school contacting the Police and/or Children's Services.

If you are experiencing genuine difficulties collecting your child/ren on time or arranging appropriate transportation for them, please make an appointment to speak to a member of our Safeguarding Team so that we can work together to support you.

Yours sincerely,

[Your Name]

[Your Position]