



Firfield Primary School

Learn Together, Grow Together, Achieve Together

Delivery and Collection of Children Policy

INTRODUCTION

This policy will provide clear guidelines for parents / carers, authorised persons, governors and staff in relation to their responsibilities for the delivery and collection of children to / from school.

AIMS OF THE POLICY STATEMENT

The aims of this policy are to:

- Ensure the safe delivery and collection of children being cared for or educated on our premises.
- Encourage families to deliver and collect their child/ren on time.
- Comply with all legislative requirements.

DEFINITIONS

Authorised person: A person for whom the parents / carers have given authority to the school to collect the child. This person must be aged 14 years or more.

Late collection: When a parent / carer or authorised person collects their child/ren from the school after 15:30 hours, or after a designated finishing time for an after school club.

Late (before registers closed): 9.05am- 9.30am – Recorded as L

Late (after registers closed): 9.30am onwards – Recorded as U

RESPONSIBILITIES

The school is responsible for;

- Providing parents / carers with a copy of this policy, when their children start at the school and ensuring a copy is available for inspection at all times
- Being available to assist in the situation of the late collection of a child (refer to procedures in this policy)
- Contacting parents / carers / authorised persons, who do not follow the correct procedures stated in this policy.
- Contacting a parent / carer to gain authorisation if a person who is not listed as an authorised person arrives to collect a child.
- Note: Between the hours of 8:55am and 3:30pm the supervision of children on the premises becomes the responsibility of the staff. This time is extended if the children attends a before or after school club.

Parents/guardians are responsible for:

- Collecting their child promptly at the conclusion of the day/session.
- Ensuring their child (both KS1 and KS2) is signed out and back in when they leave school for an appointment.
- Ensuring the child/ren's enrolment form includes details of persons who have lawful authority to collect the child/ren (usually the parents/carers) and any other persons authorised to collect the child/ren.
- Ensure that the school office staff are informed immediately of any changes to contact details for the school's management system.
- The school is made aware of any changes to family circumstances such as where a separation of parents has taken place (see DCC Separated Parents' Policy).

APPOINTMENTS DURING THE SCHOOL DAY

Should your child need to attend a medical appointment during the school day, we would ask that this request is put in writing for the school's records. On the occasional time whereby an emergency appointment has been made and school have not been notified, parents/ carers are requested that they phone the school ahead of the appointment to inform us. Should you be nominating another adult to collect your child at any point during the day and the school is not aware, please do telephone the school and inform us of the person's name, contact details and relationship to you/ your child.

ORGANISATION

Delivery of pupils to school (under normal conditions)

- Parents must ensure that their child arrives at school on time (8.55 am) ready for the first school lesson.
- Children can commence arriving at school from 8.45am. Staff will be on duty just before the whistle is blown at 8.55am. Parents are able to remain on the playground until their child has entered the building if they wish to, however parents / carers must ensure that they leave the site promptly at this time. All children will be required to be escorted into the school playground with a parent / carer until the teachers are on duty. The Breakfast club will operate from 7.30am but children who are not at the Breakfast Club are not permitted to join the group and must remain with their parent/carer. Year 6 children, if permitted to walk to school without an adult, must not arrive before 8.45am.
- If the behaviour of any parent is a cause for concern on the playground, this will be dealt with by a senior member of staff who may ask the parent to leave the premises, may exclude them from further entry or may call the police if necessary.
- By 9.05am all gates onto the playground will be locked and the site secured.
- The school has several bicycle and scooter racks available for children if they wish to ride / scoot to school with parents/ carers and can leave these at school during the day. However, all children on bicycles must wear a helmet when riding their bike. **No scooters or bikes are permitted to be ridden on in the school grounds.**

Late delivery

Parents of all pupils who arrive late (after 9.05am) for whatever reason **must** enter school via the main office and sign their child in with a valid reason. Please do not just drop off your child even if they are allowed to walk to school (summer term Year 5 and all terms in Year 6).

Persistent late delivery

Parents of all pupils who are persistently arriving late will be contacted by the Headteacher and asked to attend a meeting at which they will be informed about their responsibilities.

- The above parents will be asked to attend an Early Help meeting to discuss matters further.
- Records of Early Help Assessments will be kept by the Headteacher.

Collection from the school Reception and KS1

The staff member will be positioned at the exit door to ensure that children do not leave without the person responsible collecting them. All children will be seen to their parent / carer on the playground. Parents/carers will need to remain outside.

Parents / carers must inform their child's class teacher or school office if there is a change to the collection / delivery arrangements for a child on any certain day to ensure the class teacher has the necessary information relating to the change in collection / delivery arrangements. Please contact the school office directly if there is a change during the day to collection arrangements rather than via class email / Class Dojo as these messages may not be read during the day.

- Parents / carers / authorised persons wishing to speak with the class teacher / member of staff at the end of the day will need to wait until all of the children have departed. For example, a person collecting a child informs the teacher that they cannot locate their child's jumper. The teacher would inform the person that they will be able to assist in finding the jumper once all children have departed.

If a staff member is concerned that releasing a child to the parents / carers, or a person authorised to collect the child, could put the child at risk, the child will not be allowed to leave in their care.

- In the above case the person collecting the child will be asked to speak to the Headteacher or another senior member of staff. She / he will need to decide whether or not the child is safe with the parent / carer. If not, social services will be contacted and, if necessary, the police. This will be fully recorded in line with agreed Safeguarding Procedures.

Collection from school KS2

- KS2 pupils are **not** allowed to walk home alone after school unless they are in Year 6 and have permission from their parents. In the summer term of Year 5 children can also begin to walk to and from school providing the parents have notified the school of this arrangement.
- For all other KS2 children the class teacher will see the children out onto the playground and remain outside in case any children are not collected. If this is the case, as with all children, the teacher / a member of staff will walk the child to the main school office whereby their parent/ carer will be contacted.
- **If KS2 children are expecting to meet a parent / carer and that person does not arrive, then children are reminded regularly not to leave the school premises if the person collecting them is not there.**

After school clubs, events, trips and WRAP Club

Delivery

- All children attending sessions before school provision such as booster groups, music lessons and WRAP club must be dropped off by an parent / carer or an authorised person. This includes pupils in Year 5 and 6 who are normally permitted to walk home directly after school.
- The parent / carer or an authorised person is required to ensure that the child is handed over visibly to the staff member leading the club, event or breakfast club.
- This above includes school trips which require an earlier drop off than normal.

Collection

- All parents / carers must collect their child/ren directly from the school after clubs including WRAP club. This includes pupils in Year 5 and 6 who are normally permitted to walk home directly after school.
- Parents who are regularly late will, following a polite reminder, be informed that their child is unable to attend the club.
- Parents must wait in the school playground when they come to collect their child from any after school event held on the school premises.
- This above includes school trips which require an later pick up than normal.

Procedures for unlocking/locking gates after school (under normal conditions)

- At 3.25pm the gates to the playground will be unlocked for parents to enter to collect children.
- All children should be in their classrooms from 3.20pm and the external doors secured until hometime.
- By 3.45pm (or after the last parent / carer / child has left) the Sawley Road gates will both be locked again so that the only point of entry into the school is via the Firfield Main entrance and through Reception or if collecting a child from the After School Club via the WRAP club doorbell.

LATE COLLECTION OF A CHILD

Staff are responsible for:

In the situation where the parents / carers or authorised person is late in collecting their child/ren and has not notified the school that they will be late, the staff member is responsible for contacting parents / carers and, if they are not available, contacting the other persons authorised to collect the child/ren on the child/ren's enrolment form requesting that they collect the child/ren as soon as possible.

Parents / carers / authorised persons are responsible for:

- Informing the school as soon as reasonably possible, that their child will be collected late, the reason for this and an approximate time for collection.
- Ensuring that late collection is not a regular occurrence.

Persistent late collection from school.

If parents are regularly late collecting their child from school, the Headteacher will contact them to discuss the matter further. If there are no improvements, the matter may be referred as a Child Protection issue. (See also the WRAP club policy for Late Collection)

This policy is part of the Safeguarding / Health and Safety Policies within the school and can be read in conjunction with;

- **Safeguarding**
- **Medicines in school**
- **Separated Parents**
- **Attendance and Absence**
- **WRAP club (Breakfast and After School)**
- **School Site Security**
- **Road Safety**
- **Extended Schools**
- **Health and Safety**
- **School Prospectus**

Adopted by Headteacher

April 2025

Signed

James Yellop

Review date

April 2027

Date 14th April 2025