



Collection and Drop-off Policy

Governor Committee Responsible:		Staff Lead(s):	Michelle Bryce
Status (Statutory Advisory)	Advisory	Review Cycle	Annually
Last Review	September 2026	Next Review Date	September 2027

Policy on the Drop Off and Collection of Children

This policy should be read and applied in conjunction with the following school policies and statutory guidance.

This policy is also based on the following legislation:

1. The Department for Education's statutory guidance Keeping Children Safe in Education (2026)
2. Section 175 of the Education Act 2002, which places a duty on schools and local authorities to safeguard and promote the welfare of pupils
3. The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children
4. This policy also meets requirements relating to safeguarding and welfare in the statutory framework for the Early Years Foundation Stage

Statement of Intent

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents and pupils. In the event that a child is not collected by an authorised person at the end of the school day the school puts into practice agreed procedures.

Aim

The end of the school day is a busy time, and our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely. The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children leaving the school premises.

References to parents in this policy can mean a parent or guardian.

This policy relates to situations where:

- Parents wish the child to walk to or from school independently
- Parents wish to provide drop off or collection by an older sibling
- There are concerns about a parent's ability to offer safe care
- Children are dropped off or collected late, not collected or wish to change the arrangements for collection at the end of the day

Finlay Community School prefers all children to be dropped off collected every day by a responsible adult.

Methods

Parents are asked to update their child's information via their child's Edulink account. Information can be updated as required. The school will send reminders throughout the academic year. This information is then stored securely on SIMS (School Information Management System) and CPOMS (Child Protection Online Management System). Staff have access to this information.

Information includes:

- Home address and telephone number of parents
- Place of work, and telephone number of parents (if applicable)
- Mobile telephone number (if applicable)
- Emergency contact details Names and telephone numbers of adults who are authorised by the parents to collect their child from the school i.e. child-minder
- information regarding any court order or other legal restriction relevant to contact with or collection of the child.
- Information about who has parental responsibility for the child

If there are any changes to any of the above, we ask that parents make the necessary changes on their child's Edulink account. Changes are authorised by the school administrative team. When there is a change to the end of the day arrangements, we ask that parents inform either the school office or the class teacher as soon as possible.

Safe Collection

School finishes at 3.20pm for all year groups, children are only to be collected by their authorised adults.

When waiting outside the classroom, please do not try to gain the attention of your child's class teacher through the window door or allow younger siblings to knock classroom windows or doors.

All children from Reception – Year 2, will wait inside the building and are handed over individually to their authorised adult, in all circumstances this will be a physical handover.

All Children from Year 3 – Year 6, will wait inside the building and are dismissed individually to their authorised adult. The expectation is that pupils are sat at their tables waiting to be dismissed by a member of staff.

To support a safe collection, if you wish to speak to your child's class teacher, please do wait until all children are dismissed.

If, as a parent or of a child and you make arrangements for your child to be collected by another adult, it is important you ring school and inform the staff of these arrangements. Any unauthorised person collecting children will be challenged by staff and permissions checked with parents. We will also check that children are happy to be handed over to these individuals and that they are known to them. If we do not receive a message directly from you, we will not hand over your child.

Timing of the School Day

Gates open	8:35am
Drop off	8:40 am – 8:50 am
School Starts	8:50 am
Gates open	3:15 pm
Pick Up	3:20 pm
Gates Close	3:30pm

Drop off and Collection Timings

School gates open at 8.35 am in the morning and 3.15 pm in the afternoon. Pupils must be in their classes by 8.50 am. All children remain the responsibility of the adult whilst in the playground during drop off and collection times. School gates shut at 8:50am in the morning. After 8.50am, the parent needs to bring their child to school office for pupils to sign in, they will be recorded as late.

Collection from the office

We would strongly recommend collecting your child from their classroom.

If for any reason you are collecting your child from the office, please be aware that the children will not be at the office before 3:30pm. This is to ensure that the children in the class are dismissed safely by the staff team. Children who are being collected from the office will be brought to the office after the rest of their class has been dismissed.

Pupils walking to/from school independently

The most important factor to consider about suitability of a child walking to from school alone is any risk to the child. There is no set legal age that children can walk to and from school independently or be left on their own. It is an offence to leave a child alone if it places them at risk and therefore schools have a continual obligation to take action if they believe this is the case.

If parents wish to let their child travel to from school independently, then they must assess the risks associated with the school route and their own child's confidence, and should meet with the school or have a telephone conversation to discuss the school's view.

Finlay Community School believe and would advise that all pupils in Reception, Year 1, Year 2, Year 3 and Year 4 are supervised by a responsible adult whilst travelling to and from school. As children grow older, parents may want to increase the independence of their children as they prepare to leave primary school and move onto secondary school.

If the school is in agreement for the child to make their own way home, the school will ask the parent to write a letter to confirm the procedure, ensuring that this is reviewed regularly. The responsibility for their child's safety rests with parents who choose for them to walk independently to from school.

If your child attends an after school club and this finishes outside of normal school hours, then specific permission must be given to the school regarding your child leaving the site. This will need to be agreed by the school and please be advised that particularly in winter months, where it is darker at earlier times, we will not recommend children walking home by themselves.

Drop off/collection by an older sibling

There is no minimum age set in law when a young person is allowed to remain in charge of another child. But it is an offence to leave a child alone if it places them at risk, and this can include in the care of an older sibling if the level of supervision is 'likely to cause unnecessary suffering or injury to health' (Children and Young Persons Act, 1933).

Parents are therefore responsible for anything that should go wrong in their absence. If parents wish older siblings to drop off and/or collect younger children they must meet with the school to discuss the situation and if this is agreed write a letter to confirm the procedure, as above. If the school has any concern that older siblings are not competent to take younger siblings to and from school or there are concerns about any child's safety or welfare due to these arrangements, this will be raised with the parent and if alternative arrangements are not made, a safeguarding referral will be made to Children's Services where necessary.

Concerns about an adult's ability to provide safe care

Where staff have reason to believe that an adult collecting a child may be unable to provide safe care, for example because they appear to be under the influence of alcohol or drugs, the matter will be referred immediately to a Designated Safeguarding Lead.

The DSL will speak with the adult, where it is safe and appropriate to do so, and assess the immediate risk to the child. Where there is a concern that releasing the child may place them at risk of significant harm, the school will seek to identify another appropriate person with parental responsibility or authorised adult who can safely collect the child.

Where an immediate safeguarding concern cannot be resolved, the DSL will seek advice from Children's Social Care and/or the police as appropriate. All concerns, decisions and actions will be recorded in accordance with the school's safeguarding procedures.

Late or Uncollected Children

If a child has not been collected at the expected time, they will remain under the supervision of school staff in a safe location. Staff will attempt to contact the child's parents and, where necessary, the emergency contacts held by the school.

A child will never be left unsupervised or permitted to leave the school site simply because their parent or authorised collector is late. Where the school is unable to contact a parent or authorised adult, or where there are concerns about the child's welfare, the matter will be referred to a Designated Safeguarding Lead. The DSL will determine whether further safeguarding action is required, including contacting Children's Social Care and/or the police where appropriate.

Persistent late collection will be discussed with parents and may be considered as part of the school's wider safeguarding and Early Help procedures.

School Events and Activities

Children are not permitted to walk home alone after school events such as a disco or production. All children will need to be collected by a parent.

Communication

As always, good communication between home and school is vital so please let us know ASAP if there are any changes to your normal drop off and collection routines. Particularly if you will be late to collect your child at the end of the school day and please remember that it is a parent's responsibility to ensure children travel to and from school safely. Please talk to your children about staying safe.

If you have any questions regarding this policy please speak to a member of staff.