

Drop Off and Collection Policy



Last reviewed on:

September 2025

Next review due by:

September 2027

Statement of intent

Sutton Green is committed to ensuring the safety of all pupils when they leave school at the end of the day. We appreciate that, for many families, arrangements need to be flexible and it may be that several people care for the child after school. For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils.

The aim of this policy is to:

- Keep pupils safe.
- Ensure all staff members are aware of the correct procedures for the end of the school day.
- Make parents aware of the expectations regarding collecting children.
- Highlight the importance of parent-school communication.

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Section 175 of the Education Act 2002
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2018) 'Understanding and dealing with issues relating to parental responsibility'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Behaviour Policy
- Attendance Policy
- Safeguarding Policy

Roles and responsibilities

The Headteacher is responsible for:

- The overall implementation of this policy.
- Communicating this policy to all members of staff and parents.
- Ensuring effective procedures are in place for pupils travelling to and from school.
- Liaising with parents to establish whether individual pupils need extra assistance.
- Informing parents where their child has not turned up to school to coordinate an effective response.
- Ensuring arrangements for dedicated school transport are in place.

Class Teachers are responsible for:

- Class Teachers are responsible for the orderly dismissal of pupils from their classrooms.
- Class Teachers must be sure that pupils' leaving arrangements are safe.
- Class Teachers will not allow children to leave with unknown persons, or other parents without prior knowledge of the arrangement.

Parents are responsible for:

- Adhering to the principles outlined in this policy.
- Ensuring their child is aware of, and adheres to, the established route for travelling to and from school.
- Informing the school when their child has not returned home.
- Communicating to the school if they are going to be late to collect their child.
- Ensuring their child arrives at school on time (**before 8.45am**).
- Ensuring that they are collected by a known person of the appropriate age (see below)
- Ensuring that their child is collected on time.
- Notifying the school ASAP if someone other than the usual person is collecting their child.
- Ensuring the safety of their children before the school building opens.
- *Notifying the Designated Safeguarding Leads of any changes to legal parental responsibility or any situations that could compromise safety in any way.

**The school acknowledges that those with Parental Responsibility have a legal right to collect their children from 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.*

Pupils are responsible for:

- Behaving appropriately and safely when travelling to and from school.
- Not riding bikes or scooter in the school grounds.
- Not playing on school equipment before school.

Drop off

- The school gates open at **8.30am** when all children can enter the school grounds with parents.
- Year 5 or 6 children can enter school alone if previously arranged (See appendix 1).
- Registers are taken by **8.45 am** and your child will receive a late mark 'L' if they are not in by this time.
- Children arriving after **8.45am** are required to come into school via the school office.
- Parents are responsible for their children until the main school doors open.
- Regular late drop offs are monitored and logged. We will work with parents to support and improve this.
- Continued lateness can result in referral to the Education Welfare Board.

Collection

- The end of the school day is 3:15pm
- Teachers will dismiss children when a known adult is spotted. Children will not be allowed to leave school with any adult unknown to the school.
- Children will not be released to another child's parent without the school being informed.
- It is the parents'/carers' responsibility to notify the school if someone other than the usual person is collecting their child.
- Year 5 or 6 children will only be allowed to walk home alone with written/online permission from parents.
- If a child is not collected at 3.15pm, efforts will be made to contact parents/carers ASAP if we have not been informed of a late collection. The child will be kept safe in school until collected.
- Regular late collections are monitored and logged. We will work with parents to support and improve this.
- Children will not be released from school with someone if they are showing signs of distress or anxiety.
- Children will not 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.
- A password may be requested to be used by both parties to ensure the identity of the person collecting the pupil is the individual arranged by the parent.

Drop off and collection by older siblings

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

- Children in KS1 will only be released to an adult or a sibling **over the age of 16** with written/online consent.
- Children in KS2 may be released to a sibling **over the age of 14** with written/online consent from a parent.
- Year **5 or 6** children must not walk a younger sibling home or to school unsupervised.

Children travelling to and from school alone

- If parents choose to let their **Year 5 or 6** child travel to/from school independently, then they should assess the risks associated with the school route and their own child's confidence.
- 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.
- The school requires written/online parental consent for their children in year 5 or 6 only to walk to and from school alone (see appendix 1).
- If a child should not arrive home at the expected time the parent/carer is expected to notify the school immediately.

Early Collection of Pupils 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. This is to ensure that the class teacher is notified and therefore has sufficient time to distribute any homework/notices.

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 foyer area for their child to arrive from the class.

The School recognises that at times, pupils will need to attend 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.

Early collections are monitored and logged. We will address regular occurrences and act according to our attendance policy.

Extended Services Provision

This policy, its procedures and expectations are also in effect for all forms of before and after school provision that Sutton Green provides. Please note S4YC is a private provider and will have their own collection and drop off procedures.

It is the responsibility of parents to ensure prompt collection from clubs and be aware of timings.



Consent to Walk To and From School Alone - Years 5 and 6

Dear Parents,

Health & Safety regulations and our Collection and Drop Off Policy stipulate that we need an up to date written/online record of your permission in this matter.

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 or class at your earliest convenience.

Yours Sincerely,

Mr Stark

Head Teacher

Child's Name Year Group.....

☐

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

☐

My child will be cycling or scooting on their own on occasion. I understand that it is my responsibility to ensure safety equipment such as a safety helmet is worn.

☐

I understand that I am responsible for their safety outside of school hours

☐

I understand that my child will not be allowed to collect a younger sibling

Signed:

Print Name:.....

Date:

APPENDIX 2 - Example punctuality letter

Dear Parents,

I note from the class register that _____ is frequently late to school.

May I remind you that school registration is taken at 8.45am promptly each day and we expect all pupils to be in class at this time. Learning activities and booster sessions begin from 8.40am. Please ensure your child arrives on time as it can be very disruptive to their own education and that of the whole class. Please note that our school gates open at 8.30am.

The school's Attendance Improvement Officer and Pastoral Lead will be evaluating punctuality again at the end of this month; we hope to see an improvement in punctuality before then.

Please contact the school if you need any further support.

Yours sincerely ,

Mr Stark

Headteacher

APPENDIX 3 - Example Late Collection Letter.

Dear Parents,

Our monitoring shows that is frequently being collected late from school.

May I remind you that school finishes at 3.15pm promptly each day and at this time, there should be someone to collect your child/ren. Please ensure your child is collected on time as at this point you resume legal responsibility for your child/ren. The staff in school are extremely busy and have many other commitments after school and it is unfair to expect them to take responsibility for your child regularly beyond 3.15pm.

To support busy parents, please be reminded that we have provision from S4YC on site, along with after school clubs from VARA and ourselves.

The school's Attendance Improvement Officer and Pastoral Lead will be evaluating punctuality again at the end of this month; we hope to see an improvement in punctuality before then.

Please contact the school if you need any further support.

Yours sincerely,

Mr Stark

Headteacher