Drop off and Collection of Children - fact sheet

Late Collection

All parent/ carers must contact school to inform them they are running late. All parent/carers will be issued with a letter if their child is collected late. If the child is placed into emergency after school care a charge will be applied to the parent/ carer.

Siblings/ responsible Adult

Siblings aged over 14 years of age can collect children from Year 3 – Year 6. Siblings aged over 16 can collect children from Rec – Year 2. Special arrangements must be agreed in writing with school and the parent/ carer.

Collection

Parent/ carers must wait on the playground year groups allocated dismissal place until their child has been dismissed.

Walking to and from school independently

Year 6 children only with parent/ carers written permission. Year 5 children will require a special arrangement agreement.

Drop off

Parent/ Carer must ensure they walk with the child onto the school site and observe the child enter the school building. If staff observe a child is entering the school site alone staff will question the child and the parent/ carer

Non collection

If a child is not collected and school are unable to contact the parent or an emergency contact after 45 minutes of the school day ending the Police and Social Care will be notified.

Safe care

If staff feel a parent/ carers ability is inhibited and is unable to offer safe care for the child the child will not be dismissed, and a DSL will meet with the person collecting the child.