



Bishop Aldhelm's
CE Primary School

Loved by God; United in Learning

Headteacher: Scott Tait Deputy Headteacher: Sarah Dawson



Collection & Late Collection of Children Policy



September 2026 – September 2028



Collection & Late Collection of Children Policy

Date of Policy: September 2026

Foreword To All School Policies

The separate document 'Foreword To All School Policies' should be considered as part of every school policy as it places our policies and our work in their full context.

Statement of intent

In the event that an authorised adult at the end of a Primary day does not collect a child, The Senior Leadership Team puts into practice agreed procedures. These ensure an experienced and qualified practitioner cares for the child safely with minimal upset.

Collection of Early Years- Year 4

School staff need to know who is collecting children at the end of the day. This must be an adult (over 16 years old). It is the responsibility of parents/carers to keep the school informed.

When a child starts school, details of parents/carers are collated and kept on file in the school office.

At the start of the school year staff will establish with the parent or carer the 'normal' collection arrangements for the end of the school day. Details of who is authorised to collect children will be kept on file online on the school's management information system.

Parents/carers of children starting at the Bishop Aldhelm's CE Primary School are asked to provide specific information which is recorded on our Registration Form, including:

- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given.
- Mobile telephone number
- E mail address
- Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child, for example a childminder or grandparent.
- Information regarding any person who does not have legal access to the child.
- Emergency contact details.

On occasions when parents are aware that they will not be at home or in their usual place of work, they must inform the teachers or office, where the information will be recorded in the daily diary.

On occasions when parents or the normally authorised person is unable to collect the child, they must inform the teacher or the office so the information can be recorded or passed on.

Before the school day starts and after the school day ends, parents are responsible for the safety of their children. We ask that children are not left unattended on the school premises either before or after school.

At the end of the school day, children in pre-school up to Year 4 must be collected from their classroom door by a named adult for the child (over 16 years old). If an adult turns up to collect your child and we have not been notified and they are not a named contact, the adult will have to wait until we have verified his or her identity.

In the summer term of Year 4, permission letters are sent out to parents to consent, if they feel that their child is responsible enough, to meet their adult at the school gates. Only children with a signed form will be able to leave the classroom without an adult collecting them.

Children in Year 5 and 6

Children in Year 5 and 6 will be allowed to walk home alone if they have a signed permission form allowing them. Without this form, children will need to be collected by an adult from the classroom door.

When deciding whether a child is ready for the responsibility of walking to and/or from home we ask parents to consider the following:

1. Do you trust them to walk straight to school or straight home, using the agreed safe route?

2. Are there roads to cross on the route and how busy/safe are those roads?
3. Do you trust them to behave sensibly when with a friend or group of friends?
4. Are they road safety aware?
5. Would they know what to do if a stranger approaches them?
6. Would they know what to do if they needed help?
7. Do they understand about keeping themselves safe and not to make any dangerous choices, either by themselves or with a group of friends?

After School Clubs

At After School Clubs teachers/leaders will keep a record of children attending each time and a record of the person who is collecting the child.

At the end of the school day all children will be taken out as a class by a member of staff and sent to parent, carer only when they can be seen.

For off-site activities parents/carers should complete details of collection arrangements on the permission slip.

Late Collection Policy

We understand that there can be situations beyond control that result in the occasional late collection of children. We ask that in these circumstances, parents/carers call the school prior to the end of the school day to let the office know that the child will be collected late.

If a child has not been collected by 3:25pm, they will be taken to the grey chairs and parents/carers will have to collect from the office.

If a child has not been collected by 3:45pm then they will be taken to the school's after school club. Parents will be charged for this provision in line with our Lookout Club Policy.

The cost of Owls is:-

3.15 pm - 5.15 pm - £7.90

3.15 pm – 6.00 pm - £10.60

If a child attends without pre-booking, in this case being a late collection from school, a charge of £10 will be applied **in addition** to the normal club fee.

The school takes persistent lateness in collecting a child very seriously. In extreme cases it can be considered as abandonment or neglect of the child, although we understand that occasionally delays are unavoidable.

In the event of a child not being collected, the school will make every effort to contact the child's parents/carers, and if this proves to be impossible, will try to get in touch with an alternative emergency named contact, who is authorised by the child's parents to collect them on their behalf.

If no contact can be reached, school staff will inform Social Care.

If a child is not collected at the end of the session/day, we follow the following procedures:

- The daily diary is checked for any information about changes to the normal collection routines;
- If no information is available, parents/carers are contacted at home or at work;
- If this is unsuccessful, the adults who are authorised by the parents to collect their child - and whose telephone numbers are recorded on the Registration Form - are contacted;
- All reasonable attempts are made to contact the parents/carers. If no reply the recorded emergency contact number will be called.
- The child stays at school in the care of two fully-vetted workers until the child is safely collected;
- If no one collects the child and the staff are no longer available to care for the child, the Head Teacher will decide on the next form of action. If no contact can be reached, school staff will inform Social Care.
- A full written report of the incident is recorded.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.