

FOOTPRINTS FEDERATION — INGROW PRIMARY SCHOOL

COLLECTING CHILDREN FROM SCHOOL POLICY



Approved by: Headteacher & Governing Body	Date Approved: Autumn 2026
Last reviewed on: Autumn 2026	Next review due by: Autumn 2027

Statement of Intent

The Footprints Federation and Ingrow Primary School believe it is essential to ensure all children leave school at the end of the day safely and with an authorized adult. We appreciate that, for many families, arrangements need to be flexible and that a number of people may care for a child after school. For this reason, we have set out clear procedures which all staff and parents must adhere to, to ensure safeguarding and pupil wellbeing.

At Ingrow Primary School, we embed our core ethos to "BE SAFE" in all daily routines. The collection procedures outlined in this policy ensure a secure, structured, and safe transition from school to home.

The aims of this policy are to:

- Keep pupils safe at all times in alignment with our **Be Safe** rule.
- Ensure all staff members are aware of correct end-of-day release procedures.
- Make parents/carers aware of school expectations regarding prompt and safe collection.
- Highlight the essential nature of robust parent-school communication.

On admission to the School, parents/carers are required to provide:

- Full names and addresses of parents/carers (with confirmation of parental responsibility);
- Home, work, and mobile telephone numbers;
- At least **two emergency contacts** who can be reached if parents/carers are unavailable.

Parents/carers must ensure this information is updated annually or immediately when circumstances change. The school proactively verifies uncontactable numbers or returned letters at the earliest opportunity.

1. Legal Framework

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

- Section 175 of the Education Act 2002
- DfE Statutory Framework for the Early Years Foundation Stage (EYFS)
- DfE Statutory Guidance '**Keeping Children Safe in Education**' (**KCSIE 2026**)
- DfE Working Together to Safeguard Children

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Charging and Remissions Policy

2. General Collection Procedure

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Parents/carers must promptly collect pupils at the specified end of the school day, waiting in designated playground areas.
- Class teachers escort pupils to the playground at dismissal. Staff remain on duty in playground areas until supervision ends at 3:20pm. Statutory staff-to-pupil ratios are maintained throughout.
- **Transporting Pupils:** Under no circumstances will general staff members take pupils home in personal vehicles. In exceptional circumstances, authorised Pastoral/Designated Safeguarding Lead (DSL) staff may transport a pupil only after explicit Headteacher approval, appropriate business insurance verification, and a risk assessment.
- **Password System:** To safeguard children across EYFS, KS1, and KS2, the school operates a password system. A pupil will NOT be released to any adult who is not the routine collector (even if known to the child) unless the parent has notified the school and the authorised password is provided.
- Staff will not release a pupil if they assess that the collecting adult is not in a fit state to ensure the child's safety, or if the child displays significant distress or anxiety. In such cases, Senior Leadership or the Pastoral Team will step in immediately.

3. Minimum Age for Collecting Siblings & Walking Alone

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Minimum Age for Collection: Pupils will only be released to named adults or older siblings who are **14 years of age or older**. Exceptionally, siblings aged 14–15 may collect a younger pupil only if formal written parental consent is provided and the sibling is mature enough to take full responsibility. Children under 14 and primary-aged siblings are strictly prohibited from collecting younger pupils in EYFS and KS1.
- **Walking Alone (Years 5 and 6):** Pupils in Foundation Stage, Key Stage 1, and Lower Key Stage 2 (Years 3 and 4) are strictly prohibited from walking home alone or being left unaccompanied on school grounds.
- Pupils in **Year 5 and Year 6** may be permitted to walk home unaccompanied only if the class teacher holds a signed parental consent agreement (Appendix A) for the current academic year.

4. After-School Club Collection Procedure

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Finishing times are confirmed at the time of club booking. Parents/carers collect children from outside the main school office.
- If a child is not collected promptly following an after-school activity, the Late Collection Procedure is implemented immediately.

5. Appointments During the School Day

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If a pupil must leave school during the day for an appointment, the school office must be informed in advance with time and date details.
- The collecting adult must report to the school office and present appointment verification (letter, text, or appointment card). If the collecting adult is not a routine collector, the password protocol must be successfully verified prior to release.

6. Late Collection Procedure

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Parents/carers must inform the school office immediately if delays are unavoidable.
2. If a child is uncollected at dismissal time, a staff member escorts them to the school office register.
3. Office staff call the primary parents/carers immediately for prompt collection. If unreachable, secondary emergency contacts are called in sequence.
4. Staff sensitively ask the pupil if they are aware of any reason for the delay, maintaining a calm and supportive environment to minimize pupil anxiety.
5. Uncollected pupils remain fully supervised by staff at all times. Staff will never leave the premises to search for parents.

7. Recurrence of Late Collection & Penalty Charges

The school logs all instances of late collection. Frequent delays impact pupil wellbeing and staff duties. Where lateness recurs without valid explanation, the following escalation steps apply:

- **1st Instance (>15 mins late):** Parent/carer discusses circumstances with pastoral/office staff upon arrival.
- **2nd Instance:** Parent/carer receives a formal meeting invitation with the Headteacher to identify support measures (Appendix C).
- **3rd Instance:** Parent/carer receives a formal Written Warning Letter (Appendix D). Future late collections will incur a late supervision fee of **£10.00 per hour (or part thereof)** in accordance with the school's Charging and Remissions Policy to cover extended staffing costs.

8. Non-Collection Procedure (Statutory Safeguarding Escalation)

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The school will continuously attempt to contact parents/carers and all listed emergency contacts, maintaining a detailed chronological log of all attempts.

- If no contact has been established and no authorized adult arrives **within 60 minutes** of the scheduled collection time (or earlier if safeguarding concerns exist), the school will activate its Safeguarding & Child Protection Protocol.
- The Designated Safeguarding Lead (DSL) will contact **Children's Social Care (Family Help / Duty Team)** and the **Police**. A member of school staff will stay with the child until statutory services arrive.

9. Monitoring and Review

Following any non-collection escalation, procedures are reviewed by the Pastoral Team and Headteacher. This policy is formally reviewed annually by the Governing Body and updated whenever relevant legislation or statutory guidance changes.

APPENDICES & TEMPLATES

Appendix A: Pupil Independence Agreement (Year 5 & 6 Walking Home Unsupervised)

INGROW PRIMARY SCHOOL

Yr 5/6 Children Leaving School Unsupervised Agreement

Dear Parents/Carers,

In Years 5 and 6, pupils may leave their classroom doors at dismissal without an adult present **ONLY** if we hold written permission from a parent/carer in alignment with our **Be Safe** rule. If permission is not granted, pupils will remain under teacher supervision until collected by an authorized adult (aged 16+).

&cut; Please complete and return to your child's class teacher &cut;

Child's Name: _____ **Class:** _____

I give permission for my child to leave their classroom door unsupervised at dismissal time.

Parent/Carer Signature: _____ **Date:** _____

Appendix B: Collecting Children on Time Letter Template

Dear [Name of Parent/Carer],

RE: Prompt Collection of Children at End of School Day

I would like to thank the vast majority of parents who arrive promptly to collect their children every day. In line with our core school value to **Be Safe**, prompt collection ensures children feel secure and supported.

Unfortunately, late collection has increased recently. Delayed collection creates distress for children and prevents staff from undertaking essential preparation duties. Please note our escalation procedure for persistent lateness:

- **1st late collection (>15 mins):** Discussion with school staff.
- **2nd late collection:** Formal meeting with the Headteacher.
- **3rd late collection:** Written warning letter and potential supervision charge (£10.00/hour) as per school policy.

Thank you for your ongoing partnership in keeping our school community safe.

Yours sincerely,
Headteacher

Appendix C: 2nd Late Collection – Headteacher Meeting Invite

Dear [Name of Parent/Carer],

RE: Late Collection of Pupil – Meeting Request

Our records show that [Child's Name] has now been collected late on two occasions. I would like to invite you to a meeting on **[Date/Time]** at the school office to discuss any difficulties you are experiencing and how we can assist you in ensuring timely collection.

Please contact the school office on 01535 603868 to confirm your attendance.

Yours sincerely,
Headteacher

Appendix D: Late Collection Written Warning & Fee Notice

Dear [Name of Parent/Carer],

RE: Persistent Late Collection – Formal Written Notice

Following our previous communications and meeting on [Date], [Child's Name] has again been collected late on [Date/Time].

As outlined in our policy, this letter serves as formal notice that any future late collections will incur a supervision fee of **£10.00 per hour (or part thereof)** to cover extended staff supervision costs in accordance with our Governing Body's Charging Policy.

Yours sincerely,
Headteacher