



Lyminster Primary School

Collecting Children Policy

Sept 2026 – Sept 2028

Approved by:	SBM
Last reviewed on:	September 2026
Next review due by:	September 2028

Children in Y5 & Y6 can walk home from the school alone where parents grant written permission. Please be aware that this will apply at all times, including at the end of after-school clubs. Sometimes, if on a school trip, the children will be released from an alternative location, such as a sporting event or the train station. In these circumstances, even where written permission already exists for them to walk home from school, exceptional permission will be sought from parents to allow their children to walk home from the event

We dismiss the children from the back doors of each class, where they will be released to their 'known' adult. KS2 children (those in years 3-6) can be released to a sibling of high school age, or older. We will NOT release KS1 children (those in YR-Y2) into the care of other children – therefore anyone collecting children from these year groups must be aged 18 or over.

Parents & Carers must make every effort to pick up their child(ren) on time. We understand that there may be times when you are unavoidably delayed; if you cannot get to the school on time, please call the school and let us know what has delayed you, and what time we can expect you. If you are more than 15 minutes late, your child will be put into our Wraparound Club (Sunset Dragons) and this will result in a charge being applied to your MCAS account. This is because Office Staff cannot provide childcare, as well as undertake their role effectively.

If you do not contact us to let us know you are running late, we will call the first contact on the list. If there is no answer or return call after 5 minutes, we will call the next contact on the list, working through the list until we have made contact.

If you are sending someone else to collect your child, please let us know. The safety of the children is paramount; therefore we will NOT release your child to someone other than their parent/carer unless that person is on your 'collections' list (as an emergency contact) or we have been informed of a change. This applies even if the adult who arrives for your child is another parent, known to us.

If the person coming to collect your child has not collected before, they will be asked to collect from the front office. We will ask you to provide their full name (and the relationship to the child) or, if you prefer, a password.

Parents who are repeatedly late collecting their children will need to make other collection arrangements or book their child into Sunset Dragons.