

St Mary's Catholic Primary School & Nursery



Collection of children from school and nursery policy

Policy created 20.10.21

Reviewed November 2025

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Mission

With Christ, we live, love, learn and grow.

Aim

St Mary's Catholic Primary School & Nursery fully recognises the contribution we can make to protect children from harm and to support and promote the welfare of all children who are pupils at our school. This policy applies to all stakeholders; this includes pupils, staff, parents, governors, volunteers, placement students and visitors.

Policy and Procedure

Once children have been delivered to school and nursery, the school has responsibility for their safety and well-being up until the point it hands children back over to parents/ carers/ designated responsible persons (aged sixteen and over). This policy sets out the arrangements for collection of children at the end of the school day or nursery session.

General procedure

The school and nursery day finishes at 3.20pm. Children are released into the care of parents/ carers/ designated responsible persons from their classroom doors from that time. Some children in nursery attend only on morning sessions and so are released into the care of parents/ carers/ designated responsible persons from the front entrance at 11.45am or 12.30pm depending upon whether or not they stay for lunch.

School will only release children to parents/ carers/ designated responsible persons if they are recognised by the adult releasing them or if they are able to provide the child's individual password.

If a parent/ carer requires another person to collect their child, they must share the password with that person beforehand to provide to the adult releasing the children. They must also notify the school office in advance.

If the adult is not recognised by the school staff, then before releasing the child, school staff will attempt to make contact with the child's parents to verify the arrangements. The headteacher or their deputy will reserve the right to make a decision about releasing a child to the adult if parents cannot be contacted.

School will not be able to release children to the care of persons under the age of sixteen, even if they are elder siblings or relations known to school staff. Elder siblings from St Mary's may not collect younger siblings from neighbouring classes; children will only be released by school to parents/ carers/ designated responsible persons (aged sixteen and over).

Clubs and events

Children are released from after school extra-curricular clubs/ activities in the same manner described in the general procedure at the time the club/ activity finishes.

The After School Club

Children are released from the After School Club in the same manner described in the general procedure at the time the parents/ carers/ designated responsible persons come to collect them.

Year 6 Children

In preparation for the move to high school, some children in Year 6 are allowed to walk home by themselves at an agreed point in the school year. This is at the headteacher's discretion. In such cases, the general procedure does not apply. Permission for Year 6 children walking to and from school is covered by a separate policy.

Exceptional Circumstances

There may be exceptional circumstances where the general procedure cannot be applied. In all such cases, parents/ carers need to contact the headteacher or the deputy headteacher to agree a safe solution.

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