



Dropping Off and Collection Policy

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Supervision

There is no set legal age that children can walk to and from school independently or be left on their own. It is an offence, however, to leave a child alone if it places them at risk and therefore the school has a continual obligation to alert relevant authorities if we believe this is the case.

The NSPCC advise the following:

- Children under 8 should not be outdoors for a considerable length of time unaccompanied.
- Children under the age of 12 should not be home alone for more than a very short period of time.

Travel to and from school (Nest to Y4)

Our school expectation is that children in years NEST to Y4 are supervised to and from school by a person aged 16+.

Independent Travel (Y5 and Y6 only)

Children in years 5 and 6 can travel to and from school independently if permission is granted by their parent/carer.

If parents / carers choose to let their child travel to/from school independently, then they should assess the risks associated with the school route and their own child's confidence.

Parents/carers should work with their children to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness. The most important factor to consider about the suitability of a child walking to/from school alone. Ultimately, the responsibility for a child's safety rests with the parent.

Supervision on the School Grounds

Unless the child is attending planned school-led provision i.e. breakfast club, all children remain the responsibility of their parents until the school officially opens at 8.45am. School staff will be available to welcome children at the playground gate in a monitoring role, not a supervisory role, from 8.45am.

Leaving School During the Day

The school office should be informed if a child needs to leave school during the day, for example for a medical appointment. No child is allowed out of school during the school day for an appointment unless a known adult arrives to collect him/her. Parents/carers need to report to the School Office and use the signing out book to sign out, if they need to collect their child, providing proof of appointment.

Leaving school at the end of the school day

At the end of the school day, all children leave by the appropriate door unless alternative arrangements have been made.

Year Group	Leaving the building	Collection Point
NEST	N/A	Parents collect from the NEST/Nursery entrance
Nursery	N/A	Parents collect from the NEST/Nursery entrance
Year 1	N/A	Parents collect from the KS1 entrance

Year 2	N/A	Parents collect from the KS1 entrance/exit
Year 3	Through the LKS2 entrance/exit	Top Yard
Year 4	Through the LKS2 entrance/exit	Top Yard
Year 5	Through the UKS2 entrance/exit	Top Yard
Year 6	Through the UKS2 entrance/exit	Top Yard

For children who are collected directly from their classroom, once the child is collected from the door, they are the responsibility of the person collecting them.

For children who are collected on the playground, teaching staff and education support staff will support children as they leave the school building and as they enter the playground. Once passed over to their parent/carer, they are the responsibility of the person collecting them.

All children know that they should remain with the teacher until their parent/carer arrives. The child should gain permission from their teacher in order to transition to their parent/carer.

If the adult who is collecting a child does not arrive, the child will remain with their teacher. If after 10 minutes, no one has arrived the teacher will take the child to the office who will telephone to see what the delay might be.

School reserve the right to place a child in The High 5 After School Club if a parent is more than ten minutes late. This will incur a charge following the current after school session cost.

The child will stay in school until an adult arrives. No child will be allowed to leave unless we are confident that appropriate arrangements are in place. If no contact has been established with the parent/carer from 1 hour after the usual collection time, the school will contact Children's Services or the police. The school expects that parents/ carers are punctual when dropping off and collecting their children to and from school. The school staff are responsible for the children during school opening hours, but they do have other commitments once their teaching day has finished. If a parent/carer knows that they will be late, school requests that they ring to give an expected arrival time for collection of their child. Whilst we understand that occasionally the unexpected happens where events outside of your control impact a parent/carers ability to pick their child/children up on time this should be a rarity.

Should a parent/carer frequently arrive late to pick up their child/children the Headteacher will request a meeting for further discussion. We would expect children until the end of year 4 to be collected by a responsible adult. For children from year 5 to walk home unaccompanied, school require written permission from the parent/carers.

Where an alternative adult is collecting a child (other than the usual person) school request a phone call to the school office to inform staff that this is the case.

Drop off and Collection by Older Siblings

It is the parent/carer's responsibility to ensure that the child is dropped off and collected by a responsible person. Parents/carers have a responsibility to ensure that the child is adequately

safeguarded and, as such, they must ensure that the person, collecting or dropping the child off, is capable of the responsibility and of an age where they are able to supervise the child.

The Royal Society for the Prevention of Accidents and the NSPCC recommend that no one under 16 should be left to care for a younger child. It is therefore best practice and the school's expectation that children in classes up to and including Y4 should be dropped off and collected by a responsible person aged 16+.

On occasion, if it is necessary that an older sibling (below 16+) collects a child, a letter or telephone call must outline times and arrangements. This should not be a regular occurrence. If the school has any concerns about the person collecting a child, or there are concerns about a child's safety or welfare due to these arrangements; this must be raised with the parent (ideally in advance of the collection) and if alternative arrangements are not made, a safeguarding referral made to Children's Services where necessary.

If the parent/carer decide that an older child is allowed to drop off/collect a child, then the parent must take responsibility for both of the children in these circumstances.

Suitable person / Identification of Individuals

If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and wellbeing of the child may be compromised, the staff must contact a member of the Senior Leadership Team (SLT). The member of SLT will assess the situation and if they feel that the parent/carer appears unable to take responsibility for the child they will take appropriate action. This could include contacting another member of the family to collect the child. If another family member is not available, then Children's Social Care or the Police will need to be contacted.

Extra-Curricular Activities / Enrichment

The procedures for drop off and collection will be applied to after school activities, where the activity is provided by the school. All children must be collected by an adult. For children in year 5 and 6, permission to leave alone, must be submitted in writing. Any safeguarding concerns are reported to SLT who will decide on the appropriate response. External activities will have their own procedures for pick up, which will be communicated to parents/carers directly by the provider and are responsible for the children.