



# Collection of Children Policy 2025 - 2026

## Introduction

This policy is to ensure that children arrive and depart from school safely.

The school gates are unlocked from 8.45am. Children should arrive at school from 8.45am onwards unless special arrangements have been previously made with our Breakfast Club

All parents are required to provide details of parent/carer and other family members who may collect their child – these details are collected each year by the admin office on the “Home Collection Form”. All parents will notify the school in advance if a different person will be collecting their child and who that person is.

## **Little Acorns and Nursery**

Parents/Carers should bring their children to the Little Acorns/Nursery entrance and wait with them until the gates and doors are opened at 8:30 am. Members of staff will be available to pass on or receive information as necessary. Once inside children should hang their coats on their pegs and parents can then depart.

Children should be collected at 11:30am; Children will be handed over to their parent/carer by a member of staff

## **Reception and KS1**

Parents/carers should bring their children on to the playground and wait with them until the member of staff opens the main school doors. The doors will open at 8:45am and the doors will remain open for 15 minutes.

The doors will close at 9:00am. Once inside the school the children should hang up their coats and bags and proceed to the classroom. Members of staff at the door or the admin staff will pass on any information necessary.

**KS2**

From 8:45am the children may arrive and go straight to their class entrance.. The doors will remain open for 15 minutes; the doors will close at 9:00am. As soon as the children enter school they should hang up their coat and bag and proceed to their classroom where they will engage in early morning activities.

**Late arrival of children**

Registration will start at 9:00am therefore any children arriving after this time will receive a late mark in the register. At 9.00am the doors will close and the playground gate will be locked.

All parents arriving at school after this time must enter through the main doors in the office area. Parents will be greeted by a member of staff who will ask the parents to explain why they are late.

Children will then be escorted to their classroom.

if a child hasn't arrived by 9:30am the Family Support Team will call parents to find out where the child is and why they have not come to school. If there is no response school will then contact your emergency telephone contact numbers to ask why the child is not at school, this is to ensure the child is safe. The Family Support Team will visit the family home (if required) to support the family in getting the child into school.

**Collection of children at home time**

The school gates will open at 3:05pm parent/carers should go to the door designated for the dismissal of their child's class.

At the beginning of the school year parents will be asked to complete a "Home Collection Form". This form will contain the names of family members/friends who have permission to collect your child from school.

Parents can update this at any time they wish to add or remove people from this form.

Please note that if the name is not on the form, school will not allow your child to be collected by that person. They will be asked to call at the school office, whilst your child remains with a member of staff and school attempts to contact parents to gain their permission, for the adult to take your child home. Parents can call school during the school day to inform school of a change of arrangement at the end of the day.

Older siblings may collect your child their names will need to be on the "Home Collection Form" Our expectation would be they are of secondary school age or older and responsible, if at any time school feels the person collecting a child appears irresponsible school will contact parent and share their concerns.

**Late collection of children**

Whenever possible, late collection of children from school should be avoided and parents/carers are expected to make every effort to avoid this happening. If no one has contacted the school giving a reason/call they are on their way to collect the school will try to make contact with the people on the list of contacts. If after 30 minutes (3:45pm) there has been no contact or

information from family The Family Support Team/SLT will complete a home visit if there is no response from family home and school has exhausted all avenues the Police/Social Services will be contacted

**If a child is regularly collected late from an after school club, they will not be able to attend subsequent sessions.**

Under no circumstances will a child be taken to the home of a member of staff, or away from the school unless absolutely necessary, in the course of waiting for them to be collected.

<b>Review Programme</b>	<b>Annually</b>
<b>Ratified by Governors</b>	<b>September 2025</b>
<b>Signed – Chair of Governors:</b>	<b>Chris Lockwood</b>
<b>Signed – Head Teacher</b>	<b>Rebecca Bond</b>