

School Collection Policy and Guidelines

1. Purpose

These guidelines outline the school's procedures for the safe collection of pupils at the end of the school day. The aim is to ensure that all children are dismissed safely and responsibly, in line with safeguarding expectations.

2. General Principles

- The school must be confident that any person collecting a child is authorised by the parent/carer.
- Staff may refuse to release a child if they have concerns about the safety or suitability of the person collecting.
- Parents/carers must inform the school of any changes to collection arrangements.

3. Collection of Reception Pupils

- Children in Reception **must be collected by an adult aged 18 or over**.
- The school will not release Reception pupils to siblings or other young people under 18.
- Any changes to the named adult must be communicated to the school office or class teacher.

4. Collection of Pupils in Key Stage 1 and Key Stage 2

- Pupils in Years 1–5 may be collected by a **responsible sibling aged 14 or above**, provided:
 - The parent/carer has given prior authorisation.
 - Staff are satisfied that the sibling is mature enough to take responsibility.
 - The sibling collects the child directly from the classroom or designated collection point.
- The school reserves the right to decline this arrangement if staff have safeguarding concerns.

5. Year 6 Pupils Walking Home Independently

- Year 6 pupils may walk home alone **once the school has received written permission** from a parent/carer.
- Parents/carers are responsible for assessing whether their child is ready for this level of independence.
- The school may withdraw permission if concerns arise regarding a child's safety or wellbeing.

6. Late Collection

- Parents/carers must collect children promptly at the end of the school day.
- Persistent late collection may result in a meeting with the school to review arrangements.

7. Safeguarding Considerations

- Staff will always act in the best interests of the child.
- If a child is unsure about who is collecting them, or if the collector is not recognised, staff will keep the child safely in school until clarification is obtained.
- The school may request identification from unfamiliar collectors.

8. Changes to Collection Arrangements

- Any temporary or one-off changes must be communicated to the school office before the end of the school day.
- Verbal messages from children cannot be accepted.