

COLLECTING PUPILS POLICY



Learn, Care, Share Together
Headteacher: B. Davies (Mrs)

Collecting Pupils Policy

UNICEF RIGHTS OF A CHILD
ARTICLE 3 (GOALS OF EDUCATION)
Adults should always do what's best for you

NURSERY

Nursery parents must collect their child from the Nursery class at the top entrance gate. A member of staff is visible at the door and at least one other in the classroom. No children are allowed to play in the yard or on the equipment whilst collecting or dropping off children.

RECEPTION

Parents should wait in a queue at the top entrance gate. Reception children will be kept in the school until called by a member of staff. One staff member will stand at the cloakroom entrance door and will call each child as they recognise their adult.

It would be helpful if the child and adult could then leave as quickly as possible, to reduce the size of the crowd round the gate. No child will be released from their class unless a recognised adult is there for them. If an unfamiliar adult comes to collect a child, it is perfectly reasonable for the school to check and ask questions of them. If the child's adult is going to be late, they must let the school know, if possible.

YEAR 1 AND 2

Year 1 and 2 pupils are released from the front door. No child will be released from school unless a recognised adult is there for them. If an unfamiliar adult comes to collect a child, it is perfectly reasonable for the school to check and ask questions of them. If the child's adult is going to be late, they must let the school know, if possible.

The Royal Society for the Prevention of Accidents and the NSPCC both recommend that no one under 16 years of age should be left to care for a younger child. Whilst there is no minimum age set in law, our school will implement suggested guidance and not routinely release younger children who require collection to anyone under the age of 16. Individual requests to consider a variation to this policy will be considered on its merits and clearly recorded; a parental signature will be required. Without an appropriate authorising signed request, the school will adhere to the guidance as listed above

POLICY INFORMATION:

POLICY	Collecting Pupils
DATE UPDATED / ADOPTED	April 2024
POLICY UPDATED BY	B Davies
SIGNED- HEADTEACHER	
SIGNED - CHAIR OF GOVERNORS	
REVIEW DATE	April 2026