



White Meadows Primary Academy

Collections Policy

Update January 2025

Introduction

It is essential that the school ensures all children leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school. Sometimes there will be 'one-off' arrangements; in these situations the school must be notified in advance, by either phone or in writing, which adult is collecting the child. For this reason we have set out clear procedures which all staff and parents/carers must adhere to.

General collection procedures

- Children are to be collected at the end of the school day from their child's class teacher.
- Children must inform their teacher when their agreed adult has arrived.
- Children are not to be released if the teacher feels that the person collecting is not in a fit state to ensure their child's safety.
- Members of staff should never take a child home themselves.

Late Collection procedures

- When a child has not been collected within 15 minutes of the end of the school day, they will remain with the class teacher and the office staff will be made aware.
- The member of office staff makes contact with the parents by telephone.
- If parents are unavailable, the emergency contact is called
- When a child has not been collected by 3.30 pm, the child will be enrolled within afterschool club. The parent is liable to pay the cost for this service. Depending on the length of lateness, whether or not communication can be made with a named contact, and under guidance from the senior leadership team, social care may be contacted for advice.
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with the Educational Welfare Officer or Social Care.

Non-parents collecting children

As mentioned above, parents and carers must have provided clear verbal or written permission to the school office and class teacher for children to be released to an adult who is not the parents or carers of the child. This permission must be given with a description of the person collecting (if not already known to the school). Where possible, this person will be introduced to the class teacher in advance of the first collection. The school will keep a record of adults allowed to pick up children.

- If any member of staff is unsure of the adult's identity they may ask to see identification.

- If, after checking identification, there is any uncertainty about the person collecting, the member of staff will keep the child in the classroom and the school office will contact the parents by telephone to seek further guidance/advice, informing a member of the Senior Leadership Team.
- If the parents/carers are not contactable then the member of staff should refer to the procedures for children uncollected from school.
- Children will only be released from school to young people over primary age, including older siblings, when the teacher is satisfied that it is safe and reasonable to do so. No child in Reception, Year 1 or Year 2 will be released to a young person under the age of 16. No child in Year 3 or Year 4 will be released to a young person under the age of 14.

Children travelling home independently

Children in Years 5 and 6 are allowed to leave school independently provided parental consent has been given in writing. The school keeps a register of children who have permission to travel to and from school independently which is shared with the child's class teacher. Children must notify the class teacher when leaving school. This permission only applies to children leaving school at the end of the school day; any child leaving school early (e.g., for medical reasons) must be collected by a responsible adult.

Parental Responsibility

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will require copies of any legal documents, for example court orders or social care instructions, which prevent an adult with parental responsibility from collecting their child. The school will then comply with any legal orders that may be in place.

Policy Monitoring and Review

A copy of this guidance is available to all staff and parents and is published on the school website. Parents will be made aware of this policy when their child is admitted to this school. This policy is reviewed annually by the Governors.