



Christ the King Catholic Primary School

Drop off and Collection of Pupils Policy

2024-25



Christ the King Primary School

- ✦ To live & learn together in harmony.
- ✦ To grow & develop in Christ.
- ✦ To reflect God's love in all we do.



This document is an extension to the Child Protection and Safeguarding Pupils Policy and should be read in conjunction with it.

The intention of this policy is to ensure the safety and welfare of our pupils by outlining safe practices and procedures for their arrival to and departure from school every day.

At Christ the King Catholic Primary School, the safety of children is our priority and we endeavour to provide a safe and caring environment for our pupils at all times. Pupil safety and welfare includes, but is not limited to, their safe arrival to and departure from school every day. The safe delivery of children to and from school is an integral part of maintaining a safe and secure environment. All parents/carers have an obligation to know and comply with the drop-off and collection procedures the school has in place.

There are four gates that will be referred to throughout this policy:

Gate 1- (formally known as KS1 gate) Tollington Park

Gate 2- Office/main school gate, Tollington Park

Gate 3- Single Gate, Turle Road

Gate 4- Double gate, Turle Road (emergency gate only)

Procedures for Morning Drop-off

Breakfast club starts at 8.00am every morning. Parents/carers of children who attend breakfast club ring the bell at Gate 2 and the children are permitted access to the outer school site. A member of staff escorts the children to breakfast club.

Gates 1 and 2 are opened at 8.40am and are staffed until the gates are closed and locked at 8.50am. In order to promote a calm and orderly start to the school day, there is a soft-start to the beginning of the school day across the school. The children enter the gates, which are manned by school staff and go straight to their classroom, where they are greeted by their class teachers.

Children in EYFS (Nursery and Reception) and in KS1 (Years 1 and 2) enter the school premises in the morning through Gate 1 accompanied by their parents/carers. They are met at the interior EYFS playground gate by a member of staff where they say goodbye to their parents/carers. They are guided to their classrooms where their teachers are waiting. Gate 1 is manned by the EYFS and KS1 staff.

Children in KS2 enter the school premises through Gate 2. This is the main gate to the school and is located on Tollington Park.

Parents and carers take responsibility for dropping off their child to school and for saying goodbye to their child at the school gates. It is an expectation of the school and staff that parents do not accompany children to the classrooms during morning drop off, although the school does take into consideration a period of adjustment for EYFS children and parents at the beginning of the school year. Should parents and carers wish to communicate to staff, they are welcome to speak to the staff on the gates or make a request for an appointment by emailing or telephoning the school office to arrange a mutually convenient meeting time.

All gates are closed and locked promptly at 8.50am. This is to ensure there is no access into the school from this time onwards and to ensure the children and staff are safe. Any child who arrives at school after the gates have been locked is considered late and will have to report to the Attendance and Punctuality Officer at the school office through Gate 2.

Parents leaving the school vicinity:

Parents are expected to leave the vicinity of the school gates directly after their child has entered the school premises each morning. We ask EYFS parents to say good bye to their children in a timely manner so they are able to leave the premises and the gates can be secured. Access to the school is restricted to Gate 2 after 8.50am. Parents/carers will need to use the buzzer, which alerts the school office, who will then unlock the gate. This is to ensure the school premises is safe and secure as quickly as possible. Parents/carers are expected to accompany their children to the school office to explain their lateness. Should parents wish to converse with each other after their children have gone into school, we ask that they move away from the main school gates.

If parents wish to make an appointment to see their child's class teacher or have any other enquiries, they are asked telephone or email the school office where they will be able to make an appointment or to access the support and/or guidance they require.

Our parents are appreciative of the school site being promptly and efficiently secured and are supportive of the procedures that are in place to ensure the children come into school safely.

Procedures for Collection at the End of the School Day

The school day ends at 3.30pm for all children.

All parents are expected to complete and return an authorisation form which advises the school which adults (aged over 16) are permitted to collect each child from school. (see Appendix 1) If a parent wishes their child (aged Nursery-Year 4) to be collected by a minor (aged 11-15) they will have to confirm the arrangements in writing to the school Designated Safeguarding Lead, Mrs Lane, who will discuss the arrangements with parents. Mrs Lane will hold the permission to collect/consent on file and will inform the class teachers.

Children in Year 5 and 6 are permitted to go home unaccompanied. Parents/Carers will need to inform the school that they consent to their child leaving the school premises at the end of the day unaccompanied (see Appendix 2). Children will not be permitted to leave the school premises unaccompanied without written consent from parents/carers.

Children who arrive to school or leave school unaccompanied in Years 5 and 6 are permitted to have a mobile phone for safety purposes. The phone is for the purpose of safety before and after school only and is not permitted to be used on the school premises for any reason. Children must hand their phones in to the school office at the beginning of the day and collect them from the school office at the end of the day. The school reserves the right to confiscate and/or ban children from bringing mobile devices to school should the children use them on school premises or it is reported that the children are using them inappropriately on the way to and from school. No other type of device or electronic equipment are permitted to be brought into school by children at any time. Please see school mobile phone policy for further information.

Procedures for Collection of Children in EYFS and KS1:

Children in EYFS (Nursery and Reception) and KS1 (Years 1 and 2) are dismissed from their classroom doors by their class teachers at the end of the school day. Parents/carers access the school premises through Gate 1. The gate is opened by a member of staff at 3.30pm. Staff have the

'Authorisation to Collect' folder with the completed forms with them during the collection procedures. **No adult is permitted to collect a child from school if they do not have parental responsibility unless their name is on the 'Authorisation to Collect' form that has been completed by the parent/carer with parental responsibility.**

If an adult presents themselves to staff and their name is not on the list, they will need to wait whilst a phone call is made to the parent/carer for verification and consent from the school office. Children will not be released to unfamiliar adults unless verbal consent is gained from a parent/carer.

If a parent/carer wishes for an adult to collect their child who is not on the list, for example in an emergency, the parent/carer needs to contact the school office and inform them of the alternative arrangements. This information will be passed to the class teachers. Adults who are unfamiliar to school staff may be required to show photo ID.

Adults who arrive after the gates have been closed and locked are asked to make their way to Gate 2 to collect their child from the school office.

Procedures for Collection of Children in Years 3, 4, 5 and 6

There is a one-way system to collect Key Stage 2 children. Parents are asked to enter the school premises via Gate 2 and make their way to the KS2 collection area. Years 3 and 4 are collected from their classroom doors and are dismissed by their class teacher. Years 5 and 6 children gather in their allocated boxes and are dismissed by their class teacher. Parents are asked to observe the one-way system and exit the school premises with their children via Gate 3.

Staff have the 'Authorisation to Collect' folder with the completed forms with them during the collection procedures. **No adult is permitted to collect a child from school if they do not have parental responsibility unless their name is on the 'Authorisation to Collect' form that has been completed by the parent/carer with parental responsibility.**

If an adult presents themselves to staff and their name is not on the list, they will need to wait whilst a phone call is made to the parent/carer for verification and consent by the school office. Children will not be released to unfamiliar adults unless verbal consent is gained from a parent/carer.

If a parent/carer wishes for an adult to collect their child who is not on the list, for example in an emergency, the parent/carer needs to contact the school office and inform them of the alternative arrangements. This information will be passed class teachers. Adults who are unfamiliar to school staff may be required to show photo ID.

Adults who arrive after the gates have been closed and locked are asked to make their way to Gate 2 to speak to the school office.

Children who are collected late:

Parents/Carers of children who are uncollected by 3.40pm will be brought to the main school office to wait whilst their parent/carer is contacted by telephone by a member of staff. If the school is unable to contact the main parent/carer, the school will then call the emergency contacts on the child's individual emergency contact form in order for a named contact to come to school to collect the child. Arrangements in the case of late collection will include the child remaining in the school office area until an appropriate and authorised adult arrives.

If a child has not been collected by 3.50pm and the school has not been able to contact the parent/carer the Designated Safeguarding Lead (Mrs Lane) or in her absence a Deputy Designated Safeguarding Leads, will be contacted and informed of the situation. The child will go to the school after school club and parents/carers will be charged the full amount for a session. The DSL/DDSL will continue to attempt to contact parents/carers and additional emergency contacts if this has been previously unsuccessful. If, after 4.30pm, contact has not been made, the DSL/DDSL will refer to the

Uncollected Child Policy, and will determine if and when a child has been 'abandoned'. If a child has been determined 'abandoned' the DSL/DDSL will follow the procedures as outlined in this policy and will also refer to the Safeguarding and Child Protection policy. If a child has been determined as abandoned, the DSL will contact Children's Social Services and/or the police.

Please see Uncollected Child Policy for further clarification and information on children who have not been collected at the end of the school day.

It is an expectation of Christ the King School that parents and carers take responsibility for their children before the school day and once they are formally dismissed by a member of staff at the end of the school day.

Parents/carers must keep their children with them after they have been dismissed from school and collected. Parents/carers are asked to escort their children safely away from the school premises. Children who have permission to travel home unaccompanied must leave the vicinity of the school immediately and make their way home in a safe and respectful manner.

Early Collection of Pupils

Children are expected to be in school every day from the beginning to the end of the school day. When pupils need to be collected before their formal dismissal time, parents/carers must provide prior notification by writing or by telephoning the school. This is to ensure that the class teacher and office is notified and preparations can be made to ensure the safe dismissal and collection of the child.

At the time of early collection, parents/carers must report to the school office through Gate 2. Office staff will notify teachers that the parent/carer has arrived to collect the pupil. Parents/carers are kindly requested to wait in the office area for their child to arrive from the class.

The school recognises that at times, pupils will need to attend appointments (including medical/dental appointments) during the school day. Parents/carers are requested, where possible, to make any appointments outside school hours. In such cases where this is not possible, parents/carers are invited to collect their child for the appointment and return them to school for the remainder of the school day. Parents/carers are required to sign their child out of school. When parents return their child to school, they must report the child's return to the school office so that the school is aware that the child has returned and is back on the school premises. The office will ensure the child is signed back into school upon their return.

Collection of Pupils by Other Adults:

All adults, other than a parent/carer with parental responsibility, must be named on the individual authorisation to collect form that is sent out for parent/carers to complete at the beginning of every academic year.

Adults who are not listed on the authorisation form will not be permitted to collect the child from school. If the parent/carer wishes for the child to be collected by an adult whose name is not on the authorisation list as a one-off or in an emergency situation, the class teacher must be informed either by a telephone message or email via the school office.

If the school has not been notified that the child is to be collected by an unauthorised person, the child will not be permitted to leave the school premises. The school will attempt to contact and speak directly to the parent/carer. The school will not accept verbal permission from the mobile phone of the person collecting and will advise that the parent/carer to call the school office directly.

When a message has been received by the school office, the office will take the name of the person who will be collecting the child and inform the class teacher, who will ask for identification when the

nominated person presents themselves. This is to ensure the safety, protection and welfare of our pupils.

People collecting children from school must be aged 16 years or above unless the school has received written permission from the parent/carer.

The school cannot accept responsibility for the welfare and safety of pupils once the children have left the school premises in the care of the parent/carer, a nominated adult or minor or, when permitted, by themselves.

Pupils Walking to/from School:

It is the parent/carer's responsibility to ensure that children are accompanied to school by a responsible adult and to decide on the best and safest route for their child to take while walking to and from school, and to inform their child of safe practices.

Children in Year 5 and 6 are permitted, with parent's written authorisation, to walk to and from school unaccompanied. In providing authorisation for their child to walk to and from school, parents/carers understand that the school is not responsible or liable for the safety and well-being of their child once they leave the school premises. The school will not be liable for anything that happens before the child's arrival to school or after school dismissal time, once the child has been placed in the care of the parent/ carer or has left the school premises to walk home where permission by the parent has been granted.

Breakfast Club and after School Clubs

Breakfast club is open from 8am. Parents who wish their children to attend breakfast club must book and pay for this service through the school office. Children must arrive to breakfast club by 8.30am in order to have time to eat. Children are escorted by school staff to their classrooms by 8.40am.

The school offers a core after school club from 3.30-6pm (King Club). The school staff will attempt to contact parents/carers by phone and will contact the emergency contacts list if they are not successful when a child has not been collected on time.

Staff will follow the child protection guidelines and will refer to the Uncollected Child policy and/or the Safeguarding and Child Protection Policy. The DSL/DDSL on site will refer to the Uncollected Child Policy, and will determine if and when a child has been 'abandoned'. If a child has been determined 'abandoned' the DSL/DDSL will follow the procedures as outlined in this policy and will also refer to the Safeguarding and Child Protection policy. If a child has been determined as abandoned, the DSL/DDSL will contact Children's Social Services and/or the police.

Children who are not collected by 6.00pm at the end of the club may have their place withdrawn.

Children who attend King Club are not permitted to walk home unaccompanied by an adult, including children in Years 5 and 6. Children must be collected from school by an adult unless other collection arrangements have been agreed in advance (eg collection by an older sibling)

This policy is reviewed annually and is next due to be reviewed in Autumn 2025.

Appendix 1

Authorisation for Collection

Authorisation for Collection of Children



2023-24

Name	Year Group	Class

I give permission for the following adults (aged over 16 years) to collect my child from school.

	Name of adult	Relationship to child (eg aunt, family friend)
1.		
2.		
3.		
4.		
5.		

I understand that anyone not on this list will not be permitted to collect my child without verbal or written prior consent from me to either the class teacher or the office.

Signed.....(Parent/Carer)

Date.....

Appendix 2

Permission to leave school
unaccompanied

Authorisation to Leave School Unaccompanied

Year 5 and 6 only



Please complete this form if you give your permission for your child to leave school at the end of the school day without being collected by a named adult.

Please note only adults with parental responsibility can give permission for children to leave school unaccompanied

Child's Name	
Year Group and Class	
Name of Parent/Carer	
Relationship to child	

Please tick each day you give permission for your child to leave school unaccompanied

Monday	Tuesday	Wednesday	Thursday	Friday

I give permission for my child to leave the school premises and make their way home by themselves.

I understand that the school does not have any responsibility for the safety and well-being of my child once they have left the school premises.

Parents Carer Name	
Signature	
Date	