

**St Michael's CE Primary School  
Sydenham**



**Drop Off and Collections Policy  
(Including Late Collections)**

Agreed by the Governing Body on: Autumn 2023

Signed (Chair): *Beryl Fielder*

Review Date: Autumn 2026

## **Drop off and Collections Policy (Including Late Collection Policy)**

### **Rationale**

At St Michael's School we have due regard for our duties under the Equality Act 2010. We also have a responsibility to keep children safe whilst they are at school and promote the welfare of these children as described in the school's Safeguarding (Child Protection) Policy. This Drop Off and Collections Policy reflects our duties to eliminate discrimination, advance equality of opportunity, making appropriate arrangements to keep children safe and protect them from abuse or neglect and to foster good relations.

St Michael's School has a responsibility to keep children safe whilst they are at school and promote the welfare of these children as described in the school's Safeguarding (Child Protection) Policy. This policy also includes making appropriate arrangements to protect children from abuse or neglect.

The majority of parents and carers of children ensure that they are collected from school on time at the end of the school day. However, there are occasions when parents are frequently late to collect their children or who fail to make timely satisfactory alternative arrangements for their child(ren) to be collected from school on time. This has an impact on the school with staff having to be allocated to oversee and care for late-collected children. They also spend considerable time and effort in trying to contact parents to find out why the child has not been collected, any alternative arrangements and when someone will arrive and as a result the staff unable to undertake their normal duties at this time.

### **Objectives**

- To ensure that parents are aware of their responsibilities relating to the drop off and collection of their children at the start and end of school or at the end of After-School activities.
- To provide clarity to parents regarding the school's policy regarding children coming to or leaving school unaccompanied.
- To establish the school's requirements regarding the practice of siblings accompanying pupils to or from school at the beginning and end of the day.
- To provide protocols for the collection of children from school by persons other than those with parental responsibility for the child(ren).

### **Other relevant policies**

This policy should be read in conjunction with the following school policies:

- Attendance Policy
- Safeguarding (Child Protection) Policy

### **Drop Off / Start of Day**

The expectation is that children arrive at school on time. The gates open at 8.45am and close at the start of the school day at 8.55am. Children who arrive at or after 9.00am will be recorded in the school registers as 'Late' with minutes of lateness being recorded after 9.00am.

Children should arrive at school at the time when the gates are due to open and should not be dropped off outside the gates and left unattended. When the gates are opened, the children will go straight to class.

Whilst there is no legal minimum age at which children can make their own way to school (i.e. unaccompanied), the school expects that all children in Early Years (i.e. Reception Class) and Years 1-4 will be accompanied by a parent/carer or responsible adult or older sibling. Parents should make their decision to allow their child(ren) to walk to school alone based on the child's maturity, ability and the safety, complexity and distance of the route to school.

Children who travel to school unaccompanied should aim to arrive at school at 8.45am when the gates are opened and not arrive so early that they have to wait for long periods outside school.

Accompanying adults leave their children in the care of staff once the child(ren) enter the school gates. Nursery parents are able to accompany their child to the Nursery gate after the main gate is opened for the morning session. If parents/carers wish to enter the school buildings/visit the office, etc. they should leave via the playground gate and make their way to the school office/main front door. Parents are not permitted to enter the school via the corridor doors unless accompanied by a member of staff.

Once a child has entered the school gates/playground they must not leave without reference to the member of staff manning the gate. Children who arrive late (i.e. after the gates have closed) should be accompanied into the school office/reception area by an adult to advise the school of the reason for late attendance.

### **Late Collection Policy Objectives**

- To ensure that parents are aware of their responsibilities to collect children on time at the end of school or at the end of After-School Clubs.
- To help prevent children from becoming distressed or feeling neglected because they have been 'left behind' when everyone else has gone home.
- To encourage parents and carers to collect their children on time by the introduction of a charging regime as a penalty for late collection of children.
- To enable staff to attend training, meetings and carry out essential marking and lesson preparation at the end of the school day.

### **Arrangements**

The expectation is that children are collected on time. These are the end of day arrangements.

#### *Nursery*

- Sessions end at 11.45am or 3.15pm
- Children should be collected from the Nursery on time.

#### *Infants (including Reception, Years 1 and 2)*

- School finishes at 3.25pm
- Teachers will remain in the playground with children until 3.30pm
- At 3.30pm uncollected children will be taken to the School Office (Junior Site).
- The school will log a 'late collection' on the system and will make contact with the parent as a matter of urgency.

#### *Juniors (i.e. Years 3,4,5 & 6)*

- School finishes at 3.30pm
- Teachers will remain in the playground with children until 3.40pm
- At 3.40pm uncollected children will be taken to the School Office .
- The school will log a 'late collection' on the system and will make contact with the parent as a matter of urgency.

#### *After School Activity Clubs*

- Signing your child up for an after-school activity club is an acknowledgment that you will adhere to the timings of the club.
- All children must be collected promptly at the end of each session. This time is notified at the original time of booking to say who has been nominated to pick up the child.
- If a child is collected late then warning will be given
- If late collection persists the child's place at the activity club will be withdrawn.

#### *After School Club (All Year groups)*

- All children must be collected by 6pm.
- If a parent is unable to pick up their child personally, they must notify the office or the After School Club Supervisor to say who has been nominated to pick up the child.

- If a child is collected after 6pm, then a late collection fee (payable via ParentPay) is charged at £1 per minute past 6pm.
- If late collection persists, or if late fees are not paid, then the child's place at the After School Club will be withdrawn.