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# DROPPING OFF AND COLLECTION POLICY

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Approved by	Local Governing Committee
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## 1. Vision and Ethos

At Little Heaton CE Primary School, the safety and wellbeing of every child is our highest priority. Our drop-off and collection arrangements are designed to ensure that children arrive and leave school safely, calmly, and with a positive start and end to their day. We follow our DREAM values (Determination, Respect, Empathy, Aspiration, Morals) and our safeguarding responsibilities to create secure, consistent routines. We work in close partnership with families to ensure pupils are always handed over to a responsible adult or permitted to travel independently with written consent.

## 2. Start of the School Day Procedures

- School gates open at 8.35am and close at 8.45am.
- All children enter via the Boardman Lane gate and walk round to their classrooms.
- Pupils go directly to classrooms where soft start work is provided.
- Breakfast Club runs from 7.45am; pupils attending are taken to classrooms at 8.35am by Breakfast Club staff.

## 3. End of the School Day Procedures

- EYFS and KS1 pupils are collected from the front yard via the Boardman Lane entrance gate.
- KS2 pupils are collected from the main yard via the back gate.
- If an unfamiliar adult is collecting, the office must be informed in advance via phone call.
- The trim trail equipment must not be used after school.

## 4. Late Collection

- Pupils not collected by 3.25pm will be considered late.
- Teaching staff will phone parents/carers.
- Children will be placed into the after-school club until 4.00pm, with a charge of £10.
- If collection has not occurred and no contact has been made by 4.00pm, Social Care will be informed.

## 5. Collection by Other Adults

- At the start of each academic year, parents/carers complete a consent form listing approved collectors.
- Copies are kept in the office and classrooms.
- Older siblings can collect only with written permission and must be at least 16 years old.

## 6. Independent Travel

- Year 5 and Year 6 pupils may walk home independently with written parental permission.
- A register of independent travelers is kept in the office and classrooms.

## 7. Early Collection

- Evidence of medical appointments is required for early collection.
- Parents/carers must sign pupils out via the school office.

## 8. Supervision on School Grounds

- Parents/carers are responsible for their children before the gates open and after pupils have been dismissed.
- School supervision is only provided during official school hours (8.35-3.25) and at authorised clubs.

## 9. Parental Responsibility

- Parents with parental responsibility may collect unless restricted by a court order.
- Court order evidence must be provided.
- In the event of disputes, the Headteacher will speak to both parties to confirm the collection list, while recognizing that parental responsibility overrides disagreements unless legally restricted.