

# The Vineyard

## Collection of Pupils Policy



*Enabling all children to learn and grow*

Date Created: November 2025	Review Date: November 2027
Approved by: SLT	

## Introduction

In our aim to ensure pupils' safety this policy sets out the arrangements for the collection of pupils from school. We aim to do all we can to ensure the safety of the children, therefore staff will endeavour to ensure these guidelines are followed closely.

- We expect all pupils from Reception to Year 4 to be taken to and collected from school by an adult.
- Pupils will be sent home with the adult who normally collects them.
- If someone different will be collecting them– the class teacher should be informed beforehand via the year group mailbox by 12pm on the day by the child's parent, and not by the adult who is sent to collect the child. Staff, and the child concerned, should know this person and/or staff should be able to identify them in some way (eg description given by parent – some means of identification).
- If an unknown adult comes to collect a child – staff will not let the child go with them. In such cases staff will try to contact the parents and confirm the arrangements. If staff are unable to contact the parent, the child will remain at school until contact can be made.
- Pupils will not be sent home with older siblings, unless they are 14 years old or older, and the school has been informed they are coming to collect a child - and they are known.
- If a child is not collected from school or after school clubs and we are unable to make contact with parents or emergency contact numbers, we are required to telephone children services and/or the police to inform them.
- If a child is not collected by 3:30pm, they will be sent to the EDP and families will be charged. If the child is not collected by 6pm, an additional fine will be added.
- Children will not be passed to other parents or friends of the family unless we have prior notification that they will be collecting them.
- Parents and carers of Year 5 and 6 children can give consent for their child to walk home on their own by completing this [form](#).

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