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POLICY NAME: Collection of Pupils Policy

<b><u>Purpose:</u></b>	Set out the expectations and procedure for collecting children from school and authorising children to travel to/from school unaccompanied
<b>Statutory:</b>	<input type="checkbox"/> <b>NO</b>
<b>Status:</b>	<input type="checkbox"/> Approved
<b>Date Approved:</b>	November 2017
<b>Date of Next Review:</b>	November 2020
<b>Frequency of Review:</b>	<input type="checkbox"/> Other <a href="#">Details:</a> Every 3 years
<b>Approving Authority:</b>	<input type="checkbox"/> School D&P Committee
<b>Cross references/ related policies:</b>	
<b><u>Audience:</u></b>	Parents/Carers
<b><u>Summary of Contents:</u></b>	Process for collecting children from school at the end of the school day.
<b><u>Impact Statement:</u></b>	Consider asking: <ul style="list-style-type: none"><li>• Is implementation going as planned?</li><li>• Is the policy making a difference?</li><li>• What impact is the policy having on improving standards?</li><li>• What are the strengths and weaknesses of the policy?</li><li>• What more is being done, or needs to be done?</li></ul>
<b>Recommendations for Amendments:</b>	



## POLICY FOR THE COLLECTION OF PUPILS FROM SCHOOL

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.

1. We expect all pupils from Reception to Year 4 to be collected from school.
2. Pupils will be sent home with the adult who normally collects them.
3. If someone different is coming – the class teacher should be informed beforehand by the child's parent, and not by the adult who is sent to collect the child.
4. If someone different is coming – staff, and the child concerned, should know this person and/or staff should be able to identify him/her in some way (eg description given by parent – some means of identification (driving licence etc).
5. If an unknown adult comes to collect a child – staff will not let the child go with him/her. 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.
6. Pupils will not be sent home with older brothers or sisters, unless these siblings are 14 years old or older, and the school has been informed they are coming to collect a child - and they are known.
7. 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 social services to inform them.
8. Children will not be passed to other parents or friends of the family unless we have prior notification that they will be collecting them.
9. We will contact parents and carers of Years 5 and 6 pupils to ensure we know whether they are allowed to go home independently or with friends and we will respect parents' wishes.
10. Unaccompanied Year 5 and 6 children must use the Palmerston Court entrance to enter and exit the school grounds.

## Appendix

### Travelling to and From School Without an Adult

From Year 5, children may travel to and from school without an adult, only if the parent is fully satisfied that it is safe for them to do so. Parents therefore must make an informed decision that they are confident that their child is able to travel to school and home sensibly and must be aware that they are responsible for their child's safety on their way to and from school even when they are not physically present. Although they may be outside of the school site, pupils are in uniform and are therefore expected to represent and maintain The Vineyard's high standards of good behaviour, good manners and respect for others. We would ask you to reinforce this with your child, and we will take action in the event of these high standards not being maintained.

Parents are advised to consider the following before deciding whether to inform us that their child will travel to and from school alone:

- How long is the journey?
- Are there any roads to cross and, if so, does your child know how to cross them safely (The Green Cross Code)?
- Are you confident that your child is aware of safety rules around stranger danger?
- Does your child have some friends to walk to and from school with? If so, are you confident that they will walk together sensibly?

The school will contact parents (of children who have informed us that their child walks to school alone) if their child has not attended morning registration and no contact has been made by the parent to the school to inform the school of absence due to illness or other reason.

**Parents are responsible for informing the school before 9.30am should their child be unwell or otherwise unable to attend school.**

If a child has left the school to walk home alone but does not arrive home, the parent should contact the school in the first instance to seek clarification as to when the child left the school site.

Parents/carers are asked to inform the school by completing the form below, if their child will be regularly walking to and from school alone. Please note that permission granted in Y5 will continue into Y6 unless we are notified differently. Unaccompanied Year 5 and 6 children must use the Palmerston Court entrance to enter and exit the school grounds.

Name of child: ..... Class: .....

1) I wish to inform you that my child will be walking without an accompanying adult to and from school on regular basis. (Please tick the corresponding boxes below)

2) I understand that the school will contact me if there are any concerns relating to my child walking to and from school alone.

3) I understand that it is my responsibility to inform the school of any changes.

Monday	Tuesday	Wednesday	Thursday	Friday
To school				
From school				

Signed: ..... Date: .....

Contact Number (parent): .....

**Mobile Phone – please note mobile phones can only be brought to school by children travelling to/from school unaccompanied**

1) I wish to inform you that my child will be bring their mobile phone to school.

2) My child understands that they must switch their phone off before handing it in at the office where it will be held until home time.

3) I understand that the school cannot accept any responsibility for my child's phone.

Signed: ..... Date: .....

Child's Mobile Number : .....

Please complete this form and return it to the school office if your child **is not** travelling to and from school alone.

Please complete the form on the previous page if your child is travelling to and from school alone. **It is very important that we have a signed copy of one of these forms for every child.**

Name of child: .....Class: .....**will not** be travelling to or from school alone.

I understand it is my responsibility to inform the school of any changes.

Signed: .....Date: .....