



# Oswald Road Primary School

## Policy for Drop Off, Collection and Independent Travel

Approved by Full Governing Body: June 2026  
Reviewed annually to review updates: June 2027

Headteacher: Deborah Howard  
Chair of Governors: Peter Martin

Oswald Road Primary School believes it is essential to ensure all pupils are safe when they leave school at the end of the day. We appreciate that, for many families, arrangements need to be flexible and it may be that several people care for the child after school. For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils.

## **RATIONALE**

The need for the school to devise a child drop off/collection policy is to:

- Clearly outline the drop off/collection procedures to the school community.
- To devise an easy to follow signing in and out system within the school.
- To ensure that each child is safe when on the school grounds.

## **AIMS**

- That no child is unaccounted for at any time.
- That every member of staff is familiar with the child drop off/collection procedures and arrangements.
- That the school community is aware of the appropriate drop off/collection procedures.
- Highlight the importance of parent-school communication.

## **GUIDELINES**

- School gates are opened in the morning by 8.30am and are closed for the school at 8.45am. The gates are opened again at 3.00pm to enable parents/carers to enter the school and collect children at 3:15pm dismissal. The gates are closed again by 3.25pm. The school day starts at 8.45am, we expect all children to be in school at this time. Registers are taken by 8.55am. If your child comes into school after this time they will receive an 'I' mark (late). Children arriving after 8.45am are required to come into school via the school office. They must sign in and provide a reason for the late mark. Anyone arriving after 9:15am will receive a 'U' mark (unauthorized late).
- School ends at 3.15pm for all year groups.
- EYFS and Year 1 children will remain in their classroom until they are released by staff to the parent/carer. The school should be informed by the parent/carer of any changes to arrangements either by phone, in person or in an email to the office. If there has been no notification of a change in arrangement, or if there are any concerns in releasing pupils, the school will contact the child's number one contact on the data collection sheet to confirm arrangements.
- Year 2 to Year 6 children will be released from the playground from their assembly points. Parents/carers will assemble on the playground in designated areas. Children should remain with the member of staff with their class until they see a parent/carer when they should notify staff before they leave. They should not leave the premises unattended.

- Year 5&6 Children should have clear instructions from parents/carers as to their collection or the arrangements for walking to and from School by themselves. Parents/carers must give permission by completing the Google form supplied by the office. The Google Form dictates that parents must inform their child on what they should do if there is an issue on their way home from school if walking alone (ie. come straight back to school).
- Any children attending extra-curricular activities must safely assemble in the designated area for the activity supported by a member of staff in EYFS and Key stage 1. Parents/carers will collect their child from the designated area/astroturf in the main playground at the end of the club session. The person responsible for the club will release each child to the parent/carer. If a child will not be attending a club one day parents should notify the school office and the club lead beforehand.
- If any child is not collected at the end of the school day or after an after school club, then contact will be made by the Club lead with parents/carers. The child will remain with the club staff member or will be handed over to the Manager of Wraparound Care, a late collection fee will apply.

### **AFTER-SCHOOL CLUB COLLECTION PROCEDURE**

- Parents/Carers will be notified of the finishing time of all after-school clubs and extra-curricular activities.
- Club leaders have responsibility in handing children over to their Parent/Carer, designated adult, after school club staff at the end of the club's session. Registers are used by the club.
- Parents will use the normal collection procedure, as outlined above, when picking up children from after-school clubs.
- Pupils who have not been collected following an after-school club will be taken to the school's wraparound care club and parents may be charged for the place
- If parents are late to collect their children, which results in the pupils attending the school care club, parents will be charged in accordance with the school's policy.

### **WRAPAROUND CARE**

- Early Birds opens from 7.30am and children are to be dropped off at the Owl Club entrance for registration. EYFS children and children in Years 1-5 will be escorted to their classrooms by a member of staff.
- Owl Club starts when school finishes and EYFS children and children in Years 1-3 will be collected from their classrooms and escorted to the club by a member of staff. Owl Club children will be released into the playground when all gates of the premises have been locked. Parents/carers are required to sign their children out of the club on the daily register.

### **PARENTAL RESPONSIBILITY**

- Parents/Carers should ensure that pupils are not left unattended on the playground or outside of the School gates before School starts as staff will

not be on duty on the gates until they are opened at 8.30am.

- Parents/Carers are expected to make it clear to the School, at the start of each School year, the default arrangements for collection and travel home.
- At the point of collection the responsibility for the care of the child is passed to the parent/carer. Dangerous play/inappropriate behaviour /playing within the school grounds is not allowed and we respectfully request that parents/carers support the school with this policy.
- Parents/carers should ensure that emergency contact numbers held by school are up-to-date.
- If communication plans are in place between families it is the responsibility of those who have parent responsibility to ensure these plan are given to school office at the start of the year and that school are notified of any updates and changes throughout the year.
- Emergency Closing: Parents/carers should note that the Headteacher might not be in a position to allow children into the school building/playground because of an unforeseen circumstance. Parents/carers should check texts, app alerts, websites, radio and email for information of closures.

## **RECURRENCE OF LATE COLLECTION**

- The length and frequency of late collections are monitored by the school.
- Concerns regarding a pupil's safety and welfare associated with late collection will be dealt with in accordance with the school's Child Protection and Safeguarding Policy.
- The school will keep a record of incidents where parents are late with no reasonable explanation.
- In the event of recurrence of late collection, where no reasonable explanation has been given, a letter will be sent home to the parents/carers inviting them to a discussion about their circumstances (see Appendix A & B)
- Parents/Carers will be made aware of the arrangements that may be put in place if they continue to collect their child late.
- Regular late collection may result in school not allowing a child to attend a club.
- Charges will also apply for recurring late collection at the following rate:

From the **third late collection in a term**, a charge of **£11.50** will be applied for any collection **from 3.45pm onwards**. This reflects the cost of an evening place at Owl Club.

For children who already attend wraparound, if a child is collected **after 5.45pm** on the third late collection, the following charges apply:

- **5.45pm–6.45pm: £60**
- **6.45pm–7.45pm: £60**

These charges reflect the additional staffing required to supervise children safely.

### **COLLECTING A CHILD ON SOMEONE'S BEHALF**

- The school never releases a pupil into the care of another adult who does not have Parental responsibility or who is not a named emergency contact without the consent of their parents/carers.
- Social workers are not permitted to collect pupils from the school to attend meetings without the prior consent of teachers, foster carers, parents and the pupil themselves.
- The school will not accept a list of people who may collect the pupil as a substitute to calling the school office and informing the school directly of the change in collection.
- Pupils may be collected from school by an older sibling if the sibling is aged 16 or older and written consent has been provided by Parent/Carer. Parents are expected to risk assess if the Sibling is able to take care of the Child they are collecting.
- If parents/carers wish for their child to be collected by another party who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, this must be put in writing to the school.
- In an emergency, verbal consent may be given for an agreed person to take their child home. The office would ask the parent to confirm their telephone number as a security check, which would be cross-referenced on BROMCOM.
- Verbal consent must include a full physical description of the person, unless already known to the school.
- A password may be requested to be used by both parties to ensure the identity of the person collecting the pupil is the individual arranged by the parent.
- Staff members who are unsure of an adult's identity will ask to see identification.
- If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:
  1. A staff member will take the pupil to the school office.
  2. The pupil's parents/carers will be contacted for further advice.
  3. A member of the SLT will be made aware of the situation.
  4. If the pupil's parents/carers are not contactable, the standard procedure for uncollected pupils will be followed.
  5. Under no circumstances will a pupil be allowed to leave the school with someone if they are showing signs of distress or anxiety.

### **NON-COLLECTION PROCEDURE**

- The school will continue to try and contact the parents/carers and named emergency contacts in the event of a non-collection.
- A detailed record of the action taken, and the calls made, will be kept.
- Under no circumstances will staff members go and look for the parents/carers.
- A staff member will supervise the pupil at all times.
- If no contact has been made with the pupil's parents or emergency contacts, and no one has arrived to collect the child within an hour since the original

collection time – the end of the school day or at 4.15pm if it was pre-arranged for a pupil to attend a school club – the school's child protection procedure will be followed and children's services and the police will be contacted. This will also apply if a child is not collected from Owl Club by 6:15pm (ie. 30 minutes after the latest pick up time for the club).

- A member of staff will stay with the pupil until children's services arrives.
- Once the situation has been resolved, the reason the circumstances arose will be established and noted, and steps to avoid recurrence will be taken by the school and parents/carers.

## **EARLY COLLECTION**

Whenever pupils need to be collected before their formal dismissal time Parents/Carers must provide prior notification by writing or telephone the school office. They are required to sign their child out of school and provide a reason for early collection.

## **MONITORING AND REVIEW**

- Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and amended where necessary.
- This policy will be reviewed on an annual basis by the headteacher and DSL.
- Any changes made to this policy will be communicated to all teaching staff and parents.

## **CHILDREN WALKING HOME ALONE**

This policy is devised for general health and safety of children. The School is not responsible for the safety of children on their journey to and from school.

Parents/carers who wish their child to walk home unescorted by an adult at the end of the school day (3.15pm), must adhere to the following guidelines.

- Children should be in Year 5 or 6
- Parents/carers must have completed the consent Google form.
- It is parent/carer's responsibility to check the route that their children may walk home in order that they make an assessment of the appropriateness of the journey. Crossing of fast roads, walking through secluded areas is to be discouraged. A single route must be agreed.
- Parents/carers must be certain that children have an awareness and understanding of the Road safety and stranger danger. It is the parent/carer's responsibility to ensure they are sufficiently happy that their child is capable of undertaking the proposed journey safely.
- During winter months and/or inclement weather, children must be clothed appropriately.
- Children should preferably walk in a group and not alone.
- Children should know their home phone number (plus one other emergency contact) and preferably have their own mobile phone. (This should be kept in

the classroom during the day and in the Owl Club box during wraparound sessions).

- There should be someone at home to meet the child on arrival.
- Any child must be capable of arriving home within 30 minutes of the end of the school day (3.45pm). Journeys over 30 minutes are not considered appropriate for children to walk at this stage.

If any child does not arrive home within a reasonable timeframe, parents must immediately notify the school in order that appropriate action can be taken.

## Appendix A

Dear Parents/Carers,

### Late Collection Concerns

I am writing to advise you of the start and finish times at Oswald Road Primary School. Our school day begins at 8.45am and finishes at 3.15pm. At Oswald Road we strive to ensure the safety and welfare of our children at all times.

It has also been noted that your child has not been collected on time at the end of the day at on the following days:

[List dates]

We have found that children often get very upset when they are not picked up on time and we always endeavour to put their welfare first. If a parent/carer or authorised adult will be late, it is their responsibility to notify the office as soon as possible. We understand that emergencies arise. We also understand that traffic can be challenging, but expect all children to be picked up on time. When your child is picked up late, our staff are required to remain with them, and are therefore unable to tend to other commitments in school.

This letter is to remind you that when you registered your child at Oswald Road you received information regarding the operating hours.

If these hours do not meet your needs, we can provide the contact details for our wraparound care

Should we see no improvement, then you will receive a charge.

From the **third late collection in a term**, a charge of **£11.50** will be applied for any collection **from 3.45pm onwards**. This reflects the cost of an evening place at Owl Club.

For children who already attend wraparound, if a child is collected **after 5.45pm** on the third late collection, the following charges apply:

- **5.45pm–6.45pm: £60**
- **6.45pm–7.45pm: £60**

These charges reflect the additional staffing required to supervise children safely.

We would like to arrange a meeting with you on XXX at XXX, to discuss how we can work together on a way forward. Should you not be able to make this meeting, please let the school office know and it can be rearranged.

Kind regards,

Deborah Howard  
Headteacher

## **Appendix B**

### **Consistent Late Collection**

Unfortunately we are seeing an increasing number of occasions where your child has been collected late from school at the end of the day:

#### **List dates**

The impact on a child of not being picked up from school on time cannot be underestimated. The child that has been left behind will feel an increasing level of anxiety and distress the longer that they are unsure of where their parents/carers are. The impact on the school of having a child left behind at the end of the day is also great as it requires members of staff to supervise that child. This means that those staff will not be able to undertake their duties in preparation for children's learning the following day. Your actions are therefore impacting negatively on other children in the school.

I am fully aware that there are valid reasons or emergencies where the parents/carers have been delayed and, when the school is informed in advance of this and this is not a recurring theme, I will always take an understanding view.

A letter was sent to you on XXX about this and as there has been little improvement.

We also invited you to a meeting on XXX that you attended / that you didn't attend.

It is imperative that we meet to discuss the consistent late collection of your child and discuss together how we move this situation forward. We would like to set a meeting date of XXX. If you cannot make this appointment please inform the school office and an alternative date can be arranged.

In addition, you will also receive a charge, as outlined in the previous letter you received:

From the **third late collection in a term**, a charge of **£11.50** will be applied for any collection **from 3.45pm onwards**. This reflects the cost of an evening place at Owl Club.

For children who already attend wraparound, if a child is collected **after 5.45pm** on the third late collection, the following charges apply:

- **5.45pm–6.45pm: £60**
- **6.45pm–7.45pm: £60**

These charges reflect the additional staffing required to supervise children safely.

All late collections continue to be recorded on CPOMS and monitored by the Attendance Team and Designated Safeguarding Leads. Where concerns arise regarding a child's safety or welfare, these will be addressed in line with the school's Safeguarding and Child Protection Policy.

Kind regards,  
Deborah Howard  
Headteacher

