



Guyhirn Church of England Primary School & Pre-school

Member of the Diocese of Ely Multi Academy Trust

This policy was ratified on:	22 nd March 2022
Reviewed in:	March 2023, 2024 June 2025
To be reviewed in:	June 2026

Drop off and Collection Policy

Our Vision

Agape – To live, to learn, to love together

Through our Christian values we aim to inspire all of our school community to show equality and tolerance to all in a safe, challenging environment.

Developing resilient, aspirational and compassionate individuals who are enthused by all faiths and lifestyles showing faith and belief in one another.

“Live in agreement with one another. Do not be proud but ready to mix with everyone. Do not think yourself better than others.” - Romans 12:16

“An intelligent heart acquires knowledge, and the ear of the wise seeks it out.” - Proverbs 18:15

“Love the Lord your God, and love your neighbour as yourselves.” - Matthew 22:37

Our Values

We are a small, family centered Church of England Primary School that is committed to promoting our Christian values of Thankfulness, Compassion, Creativity, Peace, Hope, Endurance, Forgiveness, Tolerance, Kindness, Respect, Trust and Friendship each linked with the core value of Love.

We are determined to create an inclusive culture of learning where everyone will be challenged in their thinking, to succeed to the best of their abilities and strive to become lifelong learners.

We will empower our children to become respected citizens to enable them to make valuable contributions locally, globally and to contribute to our world's sustainable future.

Rationale

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

- Ensure each child is safe when on the school grounds.
- Clearly outline the drop off/collection procedures to the school community.

Aims

- To safeguard all children in the school.
- To ensure all staff have up to date information
- To ensure no child is unaccounted for at any time.
- To ensure all staff are up to date with child drop off/collection procedures and arrangements.
- That the school community is aware of the appropriate drop off/collection procedures.
- To provide a well organised and safe signing in and out procedure.
- To encourage children to take responsibility for their own safety and the safety of those around them.
- To ensure effective partnership between school and parents/carers.

Roles and Responsibilities

Child collections and drop offs place particular responsibility on those involved and we must all accept the role we play and our responsibility to ensure:

- Positive school community communication.
- Co-operation between all parties to safeguard all children and staff.

Guidelines for dropping off

- School gates are opened at 8:25am and are closed for school at 9:00am.
- There will always be a member of staff on duty at the front entrance to welcome the children in. Messages for a child's teacher can be passed on via the member of staff on duty or at the office
- Parents should ensure that pupils do not arrive at school before 8.25am
- Pre-School children need to be accompanied and supervised by parents until pre-school opens at 8:45am before dropping them off at the pre-school entrance.
- If parents require access to the school office in the mornings, they must exit the playground and access the school via the main entrance.

Guidelines for collection

- The gates are opened at 2:45pm to enable parents to enter the school for collection.
- All pupils apart from those attending pre-school must be collected at 3:00pm promptly or at 4:00pm promptly if a child attends an after-school club or booster session.
- Parents must inform the school office or a member of staff in the child's class if someone other than the usual parent/carer is collecting your child. School will not release children if they do not have prior knowledge of alternative arrangements and the school will contact parents to seek clarification.
- Pre-School children must be collected at 2.45pm promptly.
- Pre-school parents have a unique password to be used if anyone other than the usual parent/carer will be collecting their child. No child will be allowed to leave the school premises with anyone who cannot confirm the correct password
- At the point of collection the responsibility for the care of the child is passed to the parent/carer/designated adult.
- Pupils in Years 5 & 6 can, with the prior consent of a parent or carer walk home unaccompanied. Parents/carers wishing to exercise this option should read the

'Policy for Children Travelling from School to Home' and complete **Appendix 1** attached with the policy.

Late Collection Procedures

Parents/carers share in the responsibility to work with school and pre-school to ensure their children are safe and in the care of a responsible adult. Parents should notify the school immediately if the person collecting the child may be late. If the school has not been notified the following procedure will be implemented:

- Changes to normal collection routines will be checked.
- Parents/carers will be contacted on their mobile, home and work numbers.
- Emergency contacts that have been provided by the parents/carers will be telephoned.
- The child will stay at school in the care of a member of staff until the child is safely collected.
- If a parent/carer is late in collecting their child, they should go to the main office to collect them.
- At no time will a member of staff take a child to their home or at no stage will they leave a child alone in the building.

In the event of a child not being collected from school and the school being unable to contact any emergency contacts or receiving no notification from the parents/carers within 1 hour of the end of the school day, the school will follow its child protection procedures as outlined in the Cambridgeshire County Council 'Protocol for Dealing with Children Not Collected at the End of the Day / Activity'.

Extra-Curricular Activities

The same procedure for collection will be applied to after school clubs or booster sessions.

- All activities finish at 4:00pm and children should be collected promptly.
- All other procedures as stated for late collection stand.

Early Collection of Children Procedures

Whenever pupils need to be collected before the end of the school day, parents/carers must provide prior notification by email or telephone. This is to ensure that the class teacher is notified and therefore has sufficient time to distribute any homework/notices.

At the time of early collection, parents/carers must report to the school office. Parents/carers are required to sign the child out with the time the child is being collected. Office staff will notify teachers that the parent/carer has arrived to collect the child. Parents/carers are kindly requested to wait in the foyer area for their child to arrive from class.

The school recognises that at times, pupils will need to attend appointments during the school day (we do however, encourage that where possible, all appointments are made outside of the school day). In such cases parents/carers can collect their child for the appointment and then return them to school. Parents/carers are required to sign their child out of school and upon return report to the school office so that the school is aware that the child is back on school premises. The office staff will ensure that the child is signed back into school upon their return and enter through the main school entrance.

This policy was ratified by the LGB on 15.07.2025
To be reviewed annually.