

Drop Off, Collection and Walking Home Policy



**The Inspire Multi Academy Trust
(South West)**

March 2026



KEY PRINCIPLES

- ✎ Class Teachers / School Staff are responsible for the orderly dismissal of pupils from their Classrooms and the school playground
- ✎ Class Teachers / School Staff must ensure that pupils' leaving arrangements are SAFE
- ✎ Class Teachers / School Staff will not allow children to leave with unknown persons, or other parents without prior knowledge of the arrangement
- ✎ Only children who have been given written permission from parents and agreement from school will be able to walk home if appropriate and safe to do so
- ✎ Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent on or before the day
- ✎ Parents will drop off / collect children (or arrange for this to happen) punctually. If parents contact the school to inform us that they have been delayed due to unforeseen circumstances such as traffic jams etc. their child /ren will be placed in After School Club and kept safe until they arrive (Parents will be charged for this).

RESPONSIBILITIES

School Drop off

- ✎ The school day starts at 8.30am for Early Morning Learning when all children come into school – we expect all children to be in school at this time.
- ✎ Registers are taken by 8:50am and children will receive a late mark 'L' if they are not in by 8:55am.
- ✎ Children arriving after 8.50am are required to come into school via the school office. If accompanied by a parent/carer they must sign them in and provide a reason for their lateness which is recorded using the Entry Sign machine.
- ✎ At 9.30am the registers will be closed.

Collection

- ✎ End of school day is between 3.05 – 3.15pm depending on the specific year group of the child. Please note, children in Reception are dismissed earlier to allow Parents/Carers to make their way around to other rooms should they have multiple children.
- ✎ Teachers will dismiss their pupils from their classrooms in Early Years and KS1 classes. KS2 children will be dismissed from relevant meeting points on the school playground.
- ✎ Children with prior permission from parents/carers will be able to walk home.
- ✎ If a child is not collected by 3.20pm, the child will be taken to After School Club and a call home will be made.
- ✎ The expectation is that parents collect on time unless there is an extenuating circumstance.
- ✎ The above applies if children do an extra-curricular activity – the expectation is that they are collected promptly at 4.15pm unless there is an extenuating circumstance. If the child/ren is/are not collected promptly, the child/ren will be taken to After School Club where a call home will be made.
- ✎ All late collections will be monitored and logged and should a child be put into After School Club without booking, the parents/carers will be charged.
- ✎ Regular late collection may result in school not allowing a child to attend a club.
- ✎ Children will not be released from school with someone if they are showing signs of distress or anxiety.
- ✎ Children will not be released if the teacher feels that the parent is not in a fit state to ensure their child's safety. This will be immediately reported to the Designated Safeguarding Lead in school and alternate provisions will be made.

Parents

- ✎ Parents should ensure that pupils are not left unattended on the playground before 8:30am as staff are not on door duty to open the doors until this time. Children are not allowed on the playground unsupervised if they do arrive prior to this time the Designated Safeguarding Lead will be alerted and a call will be made to the family to challenge this.
- ✎ Children booked into breakfast club enter via the Hall Entrance.
- ✎ Parents must pick up their children at the end of the day or after an extra-curricular club promptly and if they are running late due to an unforeseen circumstance should let us know in advance.

- ✘ Parents are expected to make it clear to the school, the default arrangement for collection and travel home and to telephone or send in a signed note on occasions that this arrangement is changed.
- ✘ Parents must inform school if their child is being collected by another parent or friend as school will not release children if they do not have prior consent from a parent / guardian.
- ✘ Where there is any doubt teachers will hold the child in school and inform a Designated Safeguarding Lead who will take responsibility for the child and seek clarification by telephone.
- ✘ When parents receive their children, it is their responsibility to supervise their children as they leave the school site. The school takes no responsibility for accidents incurred on the school equipment after handover.
- ✘ Children are not permitted to play on/with the 'Trim Trail' / 3G Pitch, any equipment in the school playground or on any of the school grounds before or after school.
- ✘ No balls are allowed on the playground before or after school and children are not permitted to play before 8.30am or after 3.15pm.

Children

- ✘ Children are expected to leave with the known adult promptly and sensibly.
- ✘ Children should not use any of the school's play equipment after school. Children will be made aware through assemblies and safety lessons of the danger and will be expected to be under close supervision by their parents at all times.
- ✘ Children who are walking home independently will be reminded about being safe and returning to school if there are any problems.

Club Leaders - For Extra Curricular Activities

- ✘ Club leaders have responsibility to ensure that all attending pupils are handed over to the agreed recognised responsible adult or the school staff after their session has finished.
- ✘ In no circumstances will children be left unsupervised on the school site. If parents do not pick up promptly at 4.15pm then the children will be placed in After School Club, which will be chargeable, so that parents can be contacted.

Children travelling to and from school alone

"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school". (Is it legal? A parent's guide to the law by the Family and Parenting Institute -June 2011).

The NSPCC advise the following:

- ✘ Children under 8 should not be outdoors for a considerable length of time unaccompanied
- ✘ Children under the age of about 12 should not be home alone for more than a very short period of time
- ✘ The school is not responsible for the safety of children on their journey to and from school.
- ✘ If parents choose to let their child travel to/from school independently, then they should assess the risks associated with the school route and their own child's confidence.
- ✘ Parents should work with their child to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness.
- ✘ The school requires written parental consent for their children to walk to and from school alone. A Microsoft form can be filled in by contacting the main office.
- ✘ If a child should not arrive home at the expected time the parent/carer is expected to notify the school immediately.

Drop off and collection by older siblings

It is the parent/carer's responsibility to ensure that their child is dropped off and collected by a responsible person.

- ✘ Children may be released to a sibling (of secondary school age) with prior consent from a parent.
- ✘ Children will not be allowed to leave school with any adult unknown to the school. Therefore, it is the parents'/carers' responsibility to notify the school if someone other than the usual person is collecting their child and where appropriate, that adult will need a 'password' elected by the family.

- ✦ Children will not be released to another parent without the school being informed.

Parental Responsibility

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.

Early Collection of Pupils procedure

Whenever pupils need to be collected before their formal dismissal time, parents/carers must provide prior notification by writing or by telephoning the school. This is to ensure that the class teacher is notified and therefore has sufficient time to distribute any learning.

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 that the child is being collected. Office staff will notify teachers that the parent/carer has arrived to collect the pupil. Parents/carers are kindly requested to wait in the foyer area for their child to arrive from the class.

The school recognises that at times, pupils will need to attend appointments (including medical appointments) during the school day. In such cases, parents/carers are welcome to collect their child for the appointment and then return them to school during the school day. Parents are required to sign their child out of school and provide evidence of the appointment. The office will ensure that the child is signed out of school when leaving the premises. When parents return their child to school, they must report the child's return to the school office so that the school is aware that the child has returned and is back on the school premises. The office will ensure the child is signed back into school upon their return.