

Sawley Junior School



Safe Drop Off & Collection From School Policy

Approved by:	HT
Date:	
Version:	v0.1
Review cycle:	As required
Publication:	Public

VERSION CONTROL			
VERSION	DATE	AUTHOR	CHANGES
V0.1	Jan 2025	NS	Consultation with staff.
V0.2	Feb 2025	AB	Changes following staff consultation and leadership discussion. Map appendix added.

Introduction

At Sawley Junior School, ensuring the safety of our pupils is of utmost importance.

To maintain a secure environment, it is crucial that all children arrive at and depart from school under the supervision of a responsible adult.

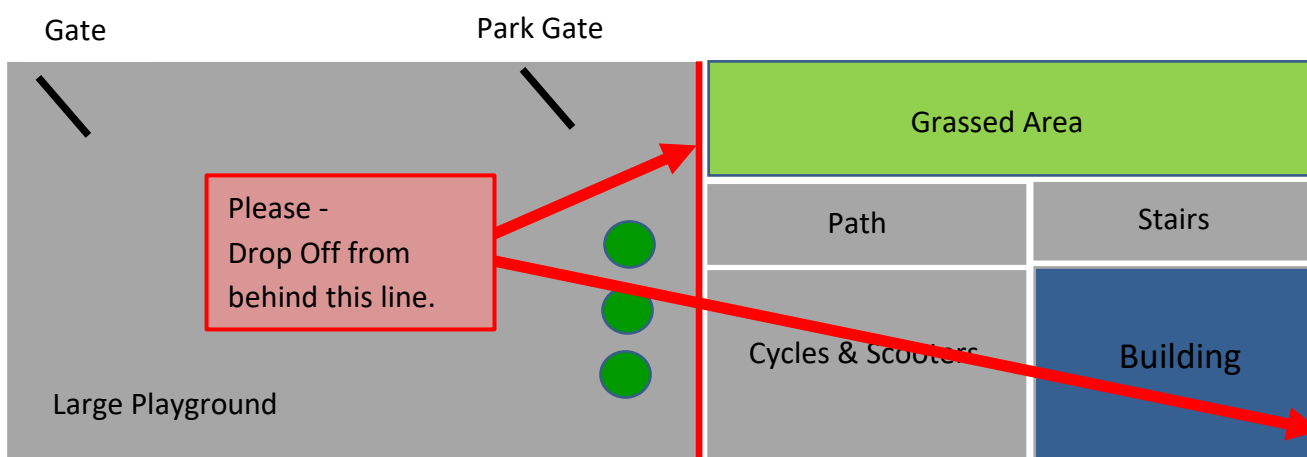
We understand that families often require flexibility due to varying circumstances, including occasional or one-off arrangements. Therefore, we have established clear procedures to which both staff and parents/carers must adhere.

Drop Off Arrangements

Gates are opened at 8.35am. Children and accompanying adults should not be on school grounds before this time.

School entrance doors are opened at 8.40am.

For children entering into the main building entrances, we request that parents drop off and remain behind the red line indicated on the diagram. This is to prevent congestion around the entrance doors and where the lunchbox trolleys are.



Collection Arrangements

Children must be collected from their classroom/designated pick-up point by the parent/guardian or nominated adult at the end of the school day.

Children are required to inform their teacher when their adult arrives.

Children will not be released if they exhibit signs of distress or anxiety. Additionally, children will not be released if the teacher deems that the parent/guardian or nominated adult is displaying behaviour that would give rise to a concern for the child's safety. Such instances will be reported immediately to the Designated Safeguarding Lead.

In emergencies or unplanned situations, two staff members may accompany a child to their parent or legal guardian. The Designated Safeguarding Lead will be notified in such cases.

Collection Logistics

Year 3: Children will be released from the classroom doors by the teacher. Collecting adults are asked to wait behind the red line.

Year 4: Children will be collected from the large playground. Staff will accompany children down the external stairs. Children remain with a member of staff until they see their adult.

Year 5: Children will be collected from the small playground. Staff will accompany to the playground. Children remain with a member of staff until they see their adult.

Year 6: Children will be released from the classroom doors by the teacher.

Gate opening: parents are politely asked to not enter the school grounds or stand on the playgrounds before 3.20pm.

Year 3 - Collection from classroom exit doors

Please see the diagrams:

3C & 3D see diagram of large playground.

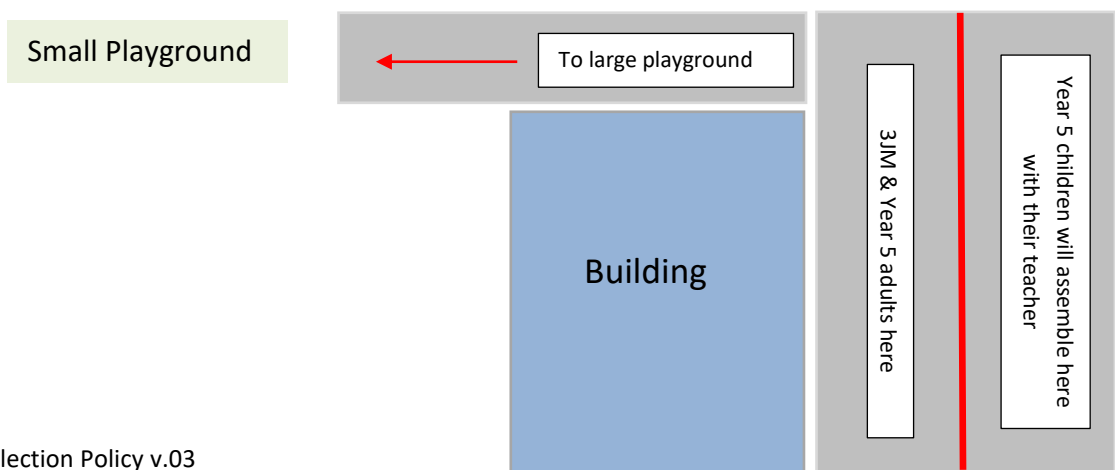
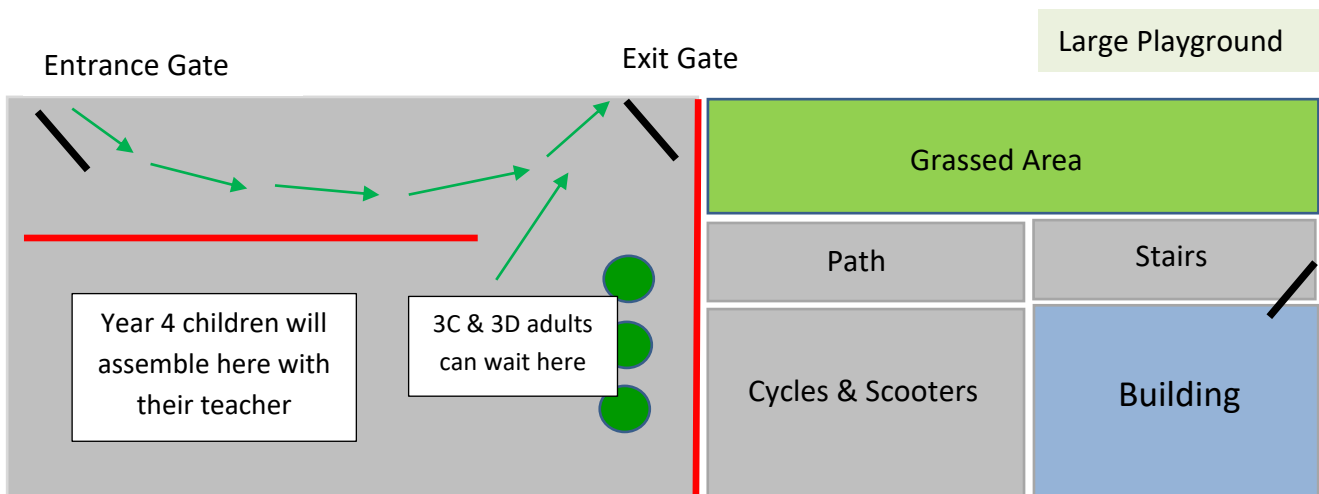
3JM – see diagram of small playground.

Year 4 - Collection from the large playground

Children will be assembled on the playground by 3.20pm when gates will be opened.

We ask that parents will enter via the gate nearest to Wilmot Street, walking through the playground (green arrows), to collect their child and then existing via the wider park gate nearest the building.

We would request that all parents do not cross the red 'pick up' lines in order for staff to have clear visibility of collecting adults.



Year 6 - Collection from classroom exit doors

Children remain with a member of staff until they see their adult.

Children with written consent may leave school unaccompanied. Those being collected will be accompanied by the teacher or supervising adult to their designated dismissal point.

'Consent to Leave School Unaccompanied' will be given via Microsoft Forms – shared via Parentmail/Class Dojo.

Children attending Sawley Before & After School Club

Those children who are booked into onsite wraparound care will assemble in the hall, after school. They will then be escorted to the club by a member of Sawley Junior School staff.

Late Arrivals Procedure

Gates close promptly at 8.45am in order that registers can also be taken promptly at 8.50am allowing learning to begin on time.

Children who arrive after the gates have closed at 8.45am must sign-in at the school office using the main entrance. Persistent lateness is monitored and can incur a penalty notice.

Late Collection Procedure

If a child is not collected by the end of the school day, they will be taken to the school office.

The Office Manager or Office Administrator will contact the parents by telephone.

If the parents are unavailable, the emergency contact will be called.

In the event of a child remaining uncollected at lock-up (5.45pm), the child would be referred to social care for emergency care.

Collection by Non-Parents

Parents must provide clear verbal or written permission to the class teacher for a child to be released to an adult who is not their parent or carer. This permission should include a description of the individual, if not already known to the school. Where possible, this individual will be introduced to the class teacher before the first collection.

Staff may request identification from anyone collecting a child. If there is any uncertainty after checking identification, the staff member should take the child to the school office, contact the parents for further guidance, and inform a member of the Senior Leadership Team. If the parents cannot be reached, the procedures for uncollected children will be followed.

Unless there is a prior written agreement in place, children will only be released to individuals over the age of 18. Please inform the school office if you wish your child to be collected by an under 18.

Children Traveling Home Independently

While there is no legal restriction on children being out alone, the NSPCC advises:

- Children under 8 should not be unsupervised outdoors for extended periods.

- Children under 12 should not be left home alone for prolonged periods.

Only children in Years 5 and 6 may leave school independently with written parental consent. A register of such children is maintained and shared with the child's class teacher. Children must inform their teacher upon leaving school and are encouraged to walk home in pairs where possible.

Parents must inform the school immediately if a child does not arrive home as expected.

This permission applies only to end-of-day departures. Any early or late departures, such as for medical appointments or school trips, must be collected by a responsible adult from the school office.

Early Collection Procedure

Parents/carers must notify the school in writing to the school office or by telephone call if a child needs to be collected before hometime. This ensures that the class teacher can prepare any relevant work or notices. **Early collection notices must be conveyed to the school office and not via ClassDojo – this is because staff do not always have the opportunity to check messages on ClassDojo before morning lessons.**

Upon arrival for early collection, parents/carers must report to the school office, sign the child out, and note the time of collection. Office staff will notify the teacher of the parent's arrival.

If a child returns to school after an appointment, parents must report the child's return to the school office and sign the child back in. The office will ensure that the child is re-entered into the school register upon their return.

Please note that collection before 2.30pm can incur an unauthorised absence without relevant evidence or a Leave of Absence form which has been authorised prior to the day of collection.

Supervision on School Grounds

The school does not provide supervision before the gates open at 08:35am. Please ensure your child does not arrive before this time.

Parental Responsibility

Individuals with Parental Responsibility have the legal right to collect their children from school. Any disputes regarding collection arrangements should be communicated to the school. The school will comply with court orders and resolve disputes involving parents as necessary, potentially involving the police if required.

Links to Other Policies

For further information, please refer to the following documents:

- Health and Safety Policy
- Safeguarding & Child Protection Policy

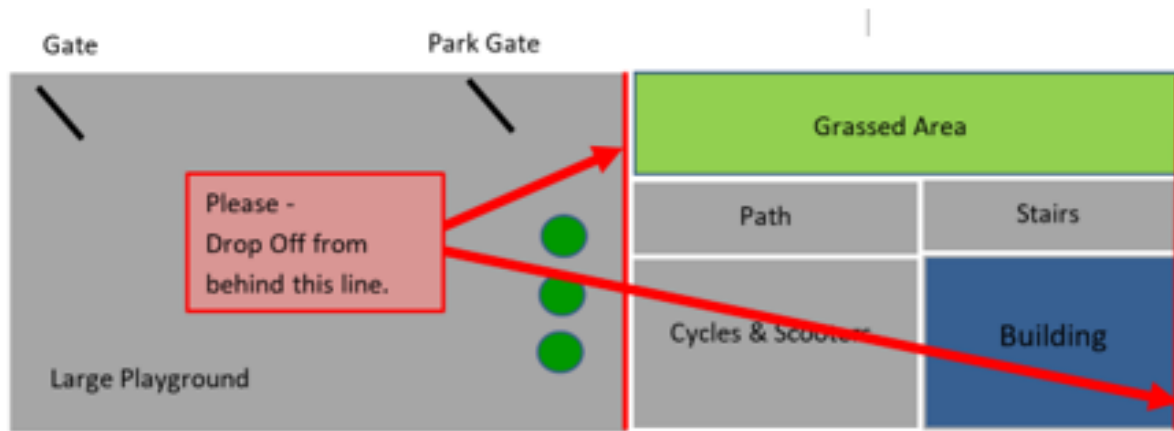
Monitoring and Review

This policy is available on the school website and can be requested in paper format from the school office.

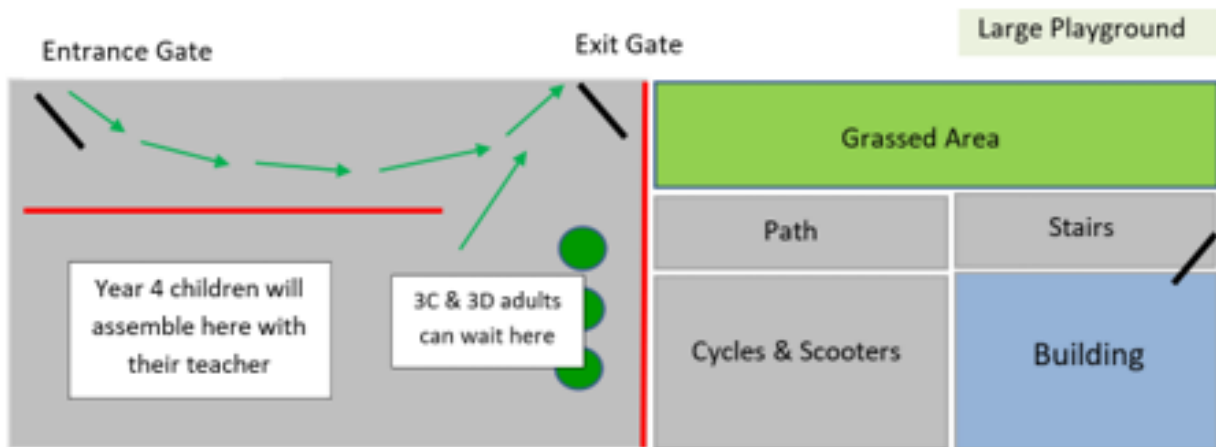
Parents will be informed of this policy upon their child's admission to the school.

Drop Off

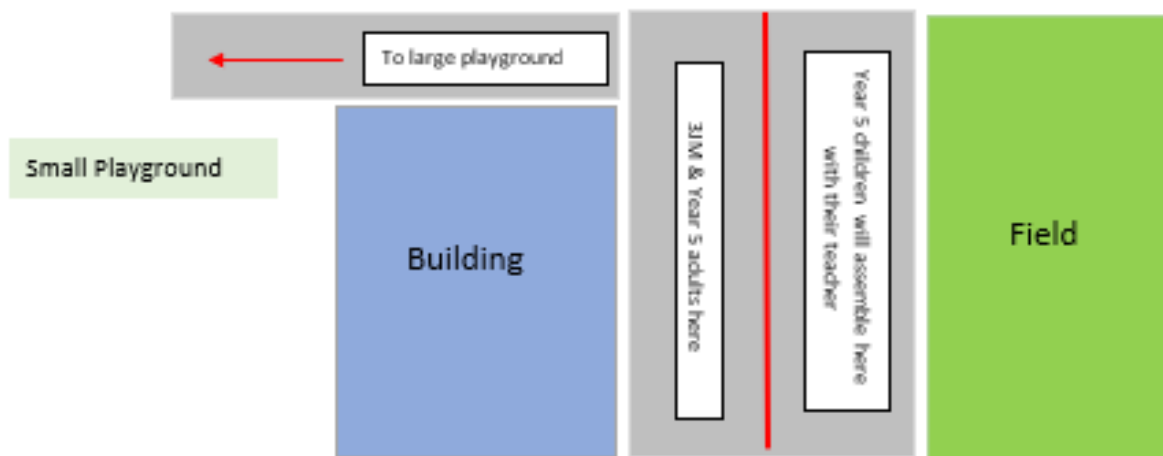
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Collection Year 4



Collection Year 5



Collection of Year 3 & Year 6 is from classroom doors.