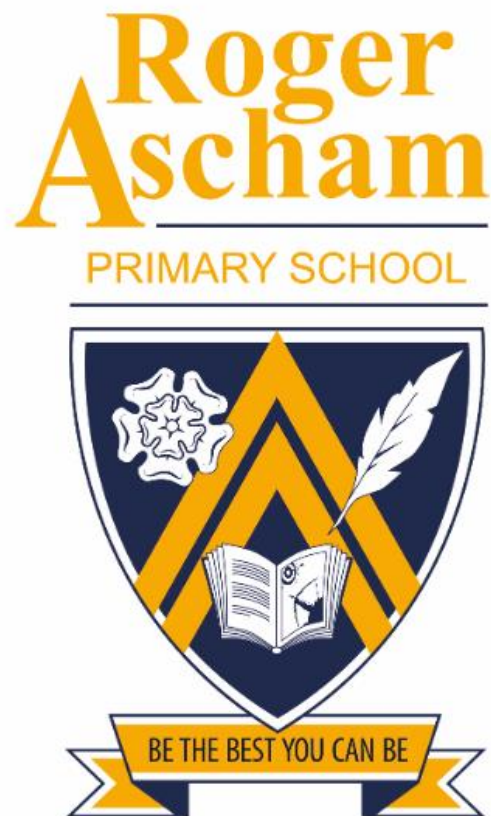


School Drop-off & Collection Policy

Roger Ascham Primary School



Approved by:

**Roger Ascham
Primary School
Local Governing
Body**

Date: October 2025

Last reviewed on:

October 2025

Next review due by:

October 2027

Roger Ascham Primary School Drop-off & Collection Policy

This policy is designed to keep all our children safe and ensure a smooth start and end to the school day. Your cooperation is essential to make this work well for everyone.

1. Key Principles for Everyone

- **Safety First:** Our main priority is to make sure every child is collected safely by a known adult.
 - **Be on Time:** Please drop off and collect your child on time, both for the school day and for any after-school clubs.
 - Parents will let the school know who will regularly collect their child from school.
 - **Communicate Changes:** Always let the school know if someone different will be collecting your child. This helps us avoid delays and keeps everyone safe.
 - **Respect School Staff:** Our staff are following this policy to protect your children. Please be patient if they need to check a collection arrangement or close the gates to ensure that the site is secure for the children.
 - **Independent Travel** Children who are at least 10 years old (Years 5 and 6) may walk home alone, but only with a parent's **written permission** and the school's agreement that it's safe. Please note that this permission is only for the end of the normal school day. If school finishes later due to a trip or an after-school event, your child must be collected by an adult.
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2. For Parents

Until they are dropped off at school and after they have been collected from their classrooms, parents are responsible for their child's behaviour.

School staff follow this policy to ensure the safety and wellbeing of all the children. Please treat them with courtesy and respect at all times.

Dropping Off

- The school day begins promptly at **8:45am**, and the gates open at **8:40am**. Getting your child to their classroom on time helps them settle in happily and avoid being marked late.
- **In the nursery**, the gates open at 8:45 for an 8:50am start for the morning session. The afternoon session starts at 12pm. If a child arrives late for their nursery session, the parents will need to wait with their child at the office until a member of staff from the nursery is available to collect them.
- **Children in Early Years and Year 1** should be walked to their classroom doors by an adult. **Children in Year 2 and above** can walk from the school gate to their classroom on their own, as long as they feel safe and comfortable doing so.

- **Late Arrivals:** If you arrive after 8:45am, you and your child must come through the main office. You'll need to sign them in and give a reason for the lateness. After 9:15am, a late arrival will be counted as an unauthorised absence.
- A pattern of late arrivals at school will be addressed through a meeting with the headteacher, a member of the pastoral team or safeguarding team.
- **Breakfast Club:** If your child attends Breakfast Club, please use the school office entrance between 7:45am and 8:30am. No booking is required unless the child attends the Nursery Breakfast Club.

Collecting

- **End of Day:** The school day ends at **3:15pm** for all children except Nursery. Teachers will wait with the children in their classrooms until they see someone who is authorised to collect them.
- **Who Can Collect:**
 - **Nursery & Reception:** Must be collected by a responsible adult **over 18**.
 - **Years 1 & 2:** Can usually be collected by a sibling **over 16**.
 - **Junior Years:** Can be collected by a secondary-school-age sibling, but this must be **agreed with the school beforehand**.
 - If you arrange for another parent or family friend to collect your child, you **must inform the school** in advance.
- **Late Collections:** If you are running late, please call the school office right away. If your child isn't collected by **3:20pm**, they'll be taken to the school office and you will be called.
 - If a child is not collected by 3:30 pm, they will be placed in After School Club. This may incur the full fee for the session (currently £8).
 - Repeated late collections will need to be addressed through a meeting with the headteacher, a member of the pastoral team or safeguarding team and may affect your child's ability to attend after-school clubs or wraparound care in the future.
- **Early Collection:** If you need to pick up your child early for an appointment, please tell the school in advance. You must sign them out at the school office.
- **On School Grounds:** For safety, please do not let children play with balls on the playground before or after school. All bikes and scooters must be walked, not ridden, on school grounds.

3. For School Staff

Drop-off

- **Arrivals:** All teachers are responsible for making sure children enter the classroom in an orderly way from 8:40am.
- **Lateness:** Registers are taken at 8:45am at which point the external classroom door should be closed to provide a clear signal that the school day has started. Children arriving after this time are marked as late and must be signed in at the office by a

parent. At 9:15am, the register closes and any further arrivals are marked as an unauthorised absence.

Late Arrival Procedures

- **Arrivals after 8:45am:** Any child arriving after the 8:45am register closes must enter school through the main office. They must be accompanied by a parent or carer, who will be asked by office staff to provide a reason for the lateness to be recorded. If a child walks in by themselves, this should also be recorded and a follow up phone call made to find out why the child was late. The child will be given a **late mark ('L')**.
- **Arrivals after 9:15am:** The register officially closes at 9:15am. Any child arriving after this time will be marked with a **'U' code**. This code indicates the child is on site but results in an **unauthorised absence** for the morning session.
- **Late Passes:** A late pass is a signal to the class teacher that a child is now present in school. As the child has arrived late, they may require some additional attention to welcome them and help them settle into class. Fire registers should be updated. A pattern of lateness should be addressed with the parent. Children who arrive late but still through the school gate will be given a yellow late pass by the staff on duty outside. The class teacher should ensure that the register records them as 'late'. Children who enter school after the gates have closed will be given a blue late pass by the office staff. This informs teachers that the child has been marked in.

Collection

- **Dismissal:** Teachers are responsible for dismissing children from their classrooms.
- **Safety Checks:** A child must only be released to a recognised adult or to someone the school has been told will be collecting them. Arbor will list those who are authorised to collect a child on a regular basis as well as when an older child has permission to walk home alone.
- **Changes to collection arrangements: office staff will inform the class teacher verbally when there has been a change in the collection arrangements for a child.**
- **Unknown Adults:** If a different person arrives to collect a child and the teacher has not been informed, the teacher should hold the child in the classroom and contact the school office. The child should not be released until the arrangement is confirmed with a parent.
- **Concerns:** If a child is upset or a teacher has concerns about a parent's wellbeing, safety or capacity to look after their child, **the child should not be released until a member of the safeguarding team has assessed the situation.** Remember to alert a nearby colleague to provide support.

Late Collection Procedure for Staff

- **By 3:20pm:** Any child not collected by this time should be taken to the school office. The office staff will immediately begin phoning the parents or carers.

- **After School Club:** If a child is booked into an after-school club but isn't collected promptly, staff will continue to contact the parents and emergency contacts. The parents will be charged for this session.
 - **No Contact:** If, after all attempts to contact parents and emergency contacts have been made, no one can be reached, the school will follow the local guidelines for uncollected children. A member of the safeguarding team must be informed as soon as possible. They will contact **Waltham Forest Local Authority Children's Social Care Team (MASH)** and, if necessary, the police. The Waltham Forest out of hours service phone number is 020 8496 3000. Follow the steps outlined in the *Children not collected from school at the end of the school day* guidance.
 - **Documentation:** All actions, including call logs and times, should be recorded in detail for a full report.
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4. For Children

- **Be on Time:** Please try to get to school on time so you don't miss any learning.
 - **Be Responsible:** When it's time to go home, leave with your grown-up calmly and quickly.
 - **Playground Safety:** Remember to listen to your parents, making sure you are with them as you leave the gate (unless you have permission to walk home alone) and not play with balls on the playground after school. Bikes and scooters must always be pushed through the playground, not ridden.
 - If you walk home alone and bring a mobile phone to school, this must be dropped at the school office in the morning and only collected as you leave the school site. Do not collect it between the end of the school day and an after school club.
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5. Extra-Curricular Clubs & Wraparound Care

- **Collection:** Club leaders must ensure every child is handed over to the correct adult at the end of the session.
- **No Waiting Alone:** Children are never left alone to wait for their parents. If a parent is late, the child will be taken to the office or wraparound care, and the parent will be contacted.
- **Punctuality:** Please pick up your child promptly at the end of the club. Consistent late pickups may result in your child not being able to attend that club in the future.