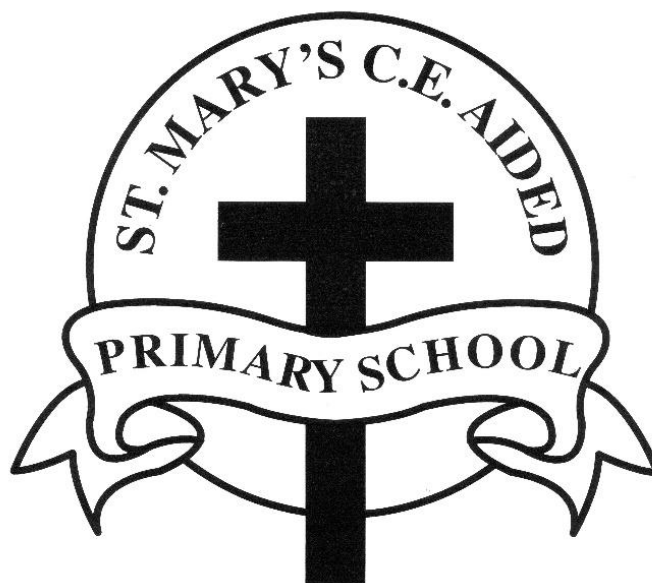




Policy:	Drop off and collection 2025-2026 School aged children
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Author:	Amanda McGarrigle
Date:	November 2025
Last Version:	September 2024

Key changes/notes:
There are no changes to the previous version of this policy.

Statutory Requirement:	No
Proposed Renewal Cycle:	Two years
Proposed annual review authority:	Headteacher
Policy Section:	Governance

Let the children come to me and do not hinder them, for the kingdom of God belongs to such as these.” (Luke 18:16)

This policy is based upon our Christian values of thankfulness, respect, honesty, love and resilience.

Drop Off and Pick Up Times

Our school times are advertised on the school website, and are different for each Key Stage. All children must be in school by 8.55am for registration. Children are all able to come into school from 8.45am for breakfast (which is free to all children), and to allow them time to have a calm and orderly start to the day.

In the afternoon there is a 5 minute gap between Reception and KS1 pupils leaving the premises (at 3.15pm), and KS2 leaving (at 3.20pm). This allows us to leave the premises in an orderly way, and ensure that we know that each child has left our school with their parent or carer.

In Year 6, with parental permission **and** with permission of the Headteacher, pupils can walk home and arrive at school without an adult. It is important to note that pupils who do this are of appropriate maturity.

Pupil Responsibility

Pupils are responsible for being prepared for learning, and entering the school in an orderly fashion. This is particularly difficult for younger children, but reminders will be given.

Parent Responsibility

Parents are expected to drop off and collect their children, punctually and safely. We do not allow children under the age of 16 to collect pupils from our school. This is one of our safeguarding procedures, and we do not make exceptions to this. Parents must ensure that their children know who is collecting them.

We ask for a code word if you inform us that someone new is collecting your child.

Teacher Responsibility

Class teachers are responsible for the orderly collection of pupils at the gate, and dismissal at the end of the day. Class teachers must ensure that collection arrangements are safe. They will not allow pupils to leave with an unknown adult. We will not allow adults to collect pupils if they are impaired. **No child must be left unattended in the playground.**

After and Before School Childcare Arrangements

We offer Breakfast Club and After school childcare for all families from 7am until 6pm. This is offered through Westhill Life, who are our provider. The staff who work

in the before school and after school clubs are also school staff, so are very familiar to the children. Information on charges are available from the school office.