



Roebuck Academy

**Policy on Collecting Children from
School**

**September 2026 Reviewed
by SLT**

Next Review: Sep 27

Introduction

It is essential that the school ensures all children leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school. Sometimes there will be 'one-off' arrangements.

For this reason, we have set out clear procedures to which all staff and parents/carers must adhere.

General collection procedures

- Children are to be collected at the end of the school day from their child's class teacher or teaching assistant.
- Children must be passed to a parent/carer who is named on the child's named person contact list.
- If Parents would like children to be collected by additional adults then a permission slip must be completed, which are kept by each class teacher, or an email is sent to the school office with a known email address. (Please see permission slip at the end of this policy.)
- Children are not to be released from school with someone if they are showing signs of distress or anxiety.
- Children are not to be released if the teacher feels that the parent is not in a fit state to ensure their child's safety.

Late Room procedures

- When a child has not been collected by 3.30 pm, the child is taken to the main school office.
- A member of staff on duty makes contact with the parents by telephone.
- If parents are unavailable, the child will be registered and enrolled in the after school extended provision, Buccaneers. The parent is liable to pay the cost for this service.
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with the school's attendance and education welfare officer or children's social care.

Non-parents collecting children

- Parents must have provided clear written permission to the class teacher for children to be released to an adult who is not the parents or carers of the child. Where possible, this person will be introduced to the class teacher in advance of the first collection. (Please see permission slip at the end of this policy.)
- If there is any uncertainty about the person collecting, the member of staff should take the child to the school office and contact the parents by telephone to seek further guidance/advice, and inform a member of the Senior Leadership Team.
- If the parents/carers are not contactable then the member of staff should refer to the procedures for children uncollected from school.
- Children will only be released from school to young people over primary age, including older siblings, when the teacher is satisfied that it is safe and reasonable to do so. We recommend that no child is released to another sibling unless they are over the age of 14 and who we consider to be responsible and safe.

Children travelling home independently

Children in Years 6 are allowed to leave school independently provided parental consent has been given in writing. Permission letters are passed out to children on an annual basis. We do ask that parent's inform the school if circumstances change. The school keeps a register of children who have permission to travel to and from school independently which is shared with the child's class teacher. Children must notify the class teacher when leaving school. This permission only applies to children leaving school at the end of the school day: any child leaving school early (e.g., for medical reasons) must be collected by a responsible adult. In the Summer term Year 5 children will be given the opportunity to leave school independently provided parental consent has been given in writing.

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.

Links to other policy documents

See also:

- Health and Safety Policy
- Safeguarding Policy

Contacts

Andrew Mari: Headteacher
Clare Elson: Inclusion Lead

Policy Monitoring and Review

A copy of this guidance is available to all staff and parents and is published on the school website. Parents will be made aware of this policy when their child is admitted to this school.

This policy is reviewed annually by the SLT of the school Next Review Date: September 2024

PARENTAL PERMISSION FORM – END OF DAY COLLECTION

I..... (Name of parent/carer)

Give permission for my child..... (Child's name)

To go home with

.....(Parent's or other Named Person's name)
after school today / tomorrow / another date..... (Please write date and circle)

Signed (Parent/Carer)