



Aston Rowant C+E Primary School

Collection & Late Collection of Children Policy

Mission Statement

Growing together, rooted in God, enjoying the fulness of life. Colossians 2: 1-7

Date of Policy: September 2025

Date of Policy review: September 2026

Head Teacher: Mrs H France

Date: 9 September 2025

Chair of Governors: Tom Sowerby

Date: 10 September 2025

KEY OBJECTIVE

Aston Rowant CE Primary School has a duty of care to protect children and act in their best interests.

KEY RESPONSIBILITIES

The school recognises that the following are key responsibilities:

- School staff need to know who is collecting children at the end of the day.
- Parents have the responsibility to keep the school informed on the collection of their child/ren

COLLECTION OF EARLY YEARS, KEY STAGE 1 AND KEY STAGE 2 CHILDREN

At the start of the school year staff will establish with the parent or carer the 'normal' collection arrangements for the end of the school day. Details of who is authorised to collect children will be kept on file by the child's class teacher and copies also kept in the school office. Parents/carers must inform staff of any changes in person or by letter or email.

At Wrap Around Clubs teachers/leaders will keep a record of children attending each time and a record of the person who is collecting the child.

At the end of the school day all children will be taken out as a class by a member of staff and sent to parent, carer only when they can be seen.

Parents/carers must send in written confirmation if they wish an Upper Key Stage 2 child to walk home by themselves.

For off-site activities parents/carers should complete details of collection arrangements on the permission slip.

LATE COLLECTION POLICY

The school takes persistent lateness in collecting a child very seriously. In extreme cases it can be considered as abandonment or neglect of the child, although we understand that occasionally delays are unavoidable.

In the event of a child not being collected on time the following procedure will take place:

- An adult will stay with the child and reassure them that they will not be left alone
- If the adult needs to leave he/she will find another member of staff within the school to look after the child.
- If the child has not been collected after 10 minutes the adult will make every effort to contact the child's parents/carers whilst the child is placed in Wraparound Care.
- If this proves to be impossible, the adult will try to get in touch with the alternative emergency contacts who are authorised by the parents to collect the child on their behalf.
- In the event that the child is not collected by 4.00pm and the school is closing, the police will be called and social services will be informed.
- The incident will be recorded on MyConcern and the child's file.