



Aragon Primary School

Drop Off and Collection from School Policy

November 2025

Your child's wellbeing is of great importance to the staff at Aragon, therefore, it is imperative that procedures for collecting you child/children are followed to ensure their safety.

No child will be released from our care unless the staff are informed of who will be collecting the child. If this is at short notice, a phone call must be made to the school office to inform of the change. If clarification is still required there may be a follow up call from a member of staff to check details.

Admission information

When your child starts at the school, you will be asked to fill in some information about your child. We will ask for details about the person/people who will be collecting your child or other people to contact in an emergency should you be unavailable.

Password

In certain instances, you may be asked to provide a password to enable us to check the validity of the person collecting your child.

Suitable person / Identification of Individuals

It is the policy of the school that no person under the age of 16 years can collect a child from the school.

If staff have reason to believe that the person collecting a child may be under the influence of either alcohol or drugs and the safety and wellbeing of the child may be compromised, the staff will contact the Designated Safeguarding Lead.

The Designated Safeguarding Lead will assess the situation and if they feel that the person appears unable to take responsibility for the child, they will take appropriate action. This may include contacting Children's Social Care or the Police.

Relationship breakdown of parents / guardians

The school has a clearly defined procedure, which is followed in the event of the relationship breaking down between a child's parents or carers.

Unless the school has a copy of a court order preventing a parent or carer's contact with the child, we are unable to deny them access.

If there is concern about violent or aggressive behaviour from either parent/carer we will inform the police, thereby ensuring the safety of all children and staff.

Failure to collect a child

If you are going to be late collecting your child at the end of the school day, you need to inform the school office as soon as possible. In this

case an arrangement could then be made for The Hive, After School Club to look after your child for a short period of time.

Staff ensure all children are collected by their appropriate adults at the end of the school day. Should any child not be picked up via any of the respective entrances, the school staff will take the child to The Hive After School Club and a late collection fee of £7 will be charged to the child's Arbor Account.

In the event of a parent / carer failing to collect their child the procedure set out below will be followed:

- The class teacher, office staff, Designated Safeguarding Lead or a member of the Senior Leadership Team will try to establish contact via the emergency contact number(s).
- In the event of a child not being collected by 4.00pm Social Care and /or the police will be contacted. If a child is attending an after-school club this time is amended to 5.00pm
- On no account will another adult be allowed to take the child home without prior consent of the parent.

Age of responsibility for children walking to and from school

We encourage parents/carers to drop off and pick their children up from school. When children enter Year 5, we encourage independence which may include a parent allowing their child to come to school and return part way or the whole way home without adult supervision. These decisions must be made based on the child's individual needs and maturity. If this is the case you, as the parent, must sign a consent form to agree to this.

Entrances and Exits

Some parents/carers have several children to drop off and collect, and we are aware that there are several entrances and exits.

Reception and Years 1-6

The school gates are open from 8.35am and children should be ready to enter the school at 8.45am. This allows plenty of time for parents/carers to see their children safely into school.

At the end of the day Reception children are collected at 3.20pm.

Year 1 –Year 6 children finish school at 3.20pm.

Nursery

The morning Nursery opens their doors at 8.30am and allows a drop off period until 8.40 am children attending the morning session with a collection time at 11.30am.

The afternoon nursery has a drop off period at 12.30pm and a collection time of 3.20pm - 3.30pm.

The all day, 30 hours children, collection time is 3.15pm - 3.30pm if a top up fee of £35 per week is paid. Should a top up fee not be paid collection time is at 2.30pm.

This enables a safer and secure dismissal at the end of the school day for all children.

Date November 2025

Review September 2026 or sooner if necessary.