

Camrose Primary School with Nursery



Arrival and Collection Policy



Article 3: The best interests of the child must be a top priority in all actions concerning children.

Article 28: Every child has the right to an education.

Article 29: Every child has the right to be the best they can be.

Policy written by: S Crick

Date reviewed: September 2025

Review: Summer 2028 or as necessary

Camrose Primary School has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they depart at the end of the school day. The purpose of this policy is to ensure that safeguarding procedures for the arrival and collection of children are robust, communicated well to parents/carers and adhered to by staff.

Arrival of Children

Children should be accompanied by a responsible adult.

*All children can arrive between 8.30 am and 8.45 am. Several members of staff will be on duty to welcome the children. **We do not expect children to arrive before 8.30am** unless they are accompanied by an adult who remains with them.

*There is opportunity to bring your child to Breakfast club, this runs from 8.00am to 8.30am at a cost of £2 per child, per day. Once children have finished their breakfast, they are escorted to their classroom where members of staff are present. Please see the office for further details.

*Unless children have attended Breakfast Club, they remain the responsibility of their parents/carers until they have entered the school from 8.30am.

Collection of children

Foundation Stage and Year 1

Children are released to their parents as they arrive to collect them.

The children must be taken home by a grown-up and are not allowed to walk home on their own. For safety reasons we do not allow persons aged below 16 to collect children. If you are unable to come yourself please arrange for another responsible adult to collect your child(ren).

Year 2 - 6 children

Children are dismissed from the playground at the end of the school day, and by prior arrangement year 5 and 6 children may be allowed to walk home by themselves if written permission is received. They will not be permitted to collect and escort younger siblings home.

Children in year 4 and below need to be collected by a parent or nominated adult or older sibling if they are at least 16 years of age. We will not permit pupils to leave with anyone who has not been identified as a nominated person by parents.

Delayed collection

All children should be collected at the end of school (3.20pm) unless they are attending an after school club. Parents need to notify the school immediately should, due to unforeseen circumstances, the arrangements for collections change or if they are delayed.

Any child not collected by 3:30pm (10 minutes after the end of school) will be brought back into school and will wait in the school hall.

Late arriving parents must collect their child from the playground via the school hall exit door at the far end of the playground.

A member of staff will ring contact numbers to try to reach a responsible adult to collect the child. This will be logged as a concern if school have not been informed of a delayed collection. If the parent cannot be contacted by 4.20pm then staff will make a referral to the MASH (Multi-Agency Safeguarding Hub) Team at Harrow Children's Services and await further instruction from them.

Parents/carers will be invited into school to discuss the reasons for persistent late collections.

We will, as carers, always remain calm as to not alert the child concerned. Under no circumstances will a child be allowed to depart from the school unless it is with a previously identified authorised person aged 16 years or older.

After school clubs

Members of staff in charge of an after school activity should obtain written consent from a parent for the child to stay. The parent should have been informed of the finishing time (clubs last for one hour unless otherwise stated), and the member of staff should have arrangements in place so that they know how each child is to get home safely. When arrangements change for extra-curricular activities (e.g. due to the illness of the staff member running it), parents and carers must be informed, as this may affect arrangements for collection at the end of the day. This will be done as soon as possible, either verbally (in person or by phone or text), or, if sufficient time allows, in writing.

If any extra-curricular activity is run by non-staff, a member of staff will stay until all children have been collected. Parents need to inform school if a child is not able to attend the club they have signed up for as registers are taken and the child's absence will need to be questioned.

If at any time children need to be collected during the day parents/carers should report to the office initially where the class will be notified. Staff cannot prevent a separated parent from collecting their child unless there is a court order in the school's possession preventing that parent from having access to the child.