



SILCHESTER CHURCH OF ENGLAND PRIMARY SCHOOL

Compassion, Courage & Respect

Collecting Children from School Policy

VISION STATEMENT

Our **vision** for Silchester is for **everyone to flourish**.

Our school is a place of love, of belonging and family.

We have a **heart for people**, inspiring everyone to be the best version of themselves:
for themselves, for others, for our community and for our world.

With our roots deeply embedded and nourished by our Christian values, we will **thrive together**.

We will reach out to each other, our community and the wider world with *Compassion* in our
hearts.

We will live bravely, showing *Courage* to keep going when facing challenge.

We will *Respect* ourselves and others, embracing everyone's unique gifts,
and value the contribution that we can all bring to God's world.

Last Reviewed :- March 2025

Date of Next Review :- March 2028

PURPOSE:

At Silchester Primary School we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere.

SCOPE:

This policy has been written in consultation with staff, pupils and governors.

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 which all staff and parents/carers must adhere to.

General collection procedures

- Children are to be collected at the end of the school day from their child's class teacher or after school club.
- Parents must have provided clear written permission to the class teacher or club leader for children to be released to an adult who is not the parents or carers of the child. Regular arrangements should be notified using the Collection Permissions form at the school office. Occasional and temporary arrangements should be notified via a yellow slip at the school office.
- 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 or club leader feels that the parent is not in a fit state to ensure their child's safety.
- Members of staff should never take a child home themselves.

Children meeting parents or carers outside the school gate/travelling home independently

Children in Years 5 and 6 are allowed to leave school to meet their parent or carer outside the school gate and/or leave school independently provided parental consent has been given via the Collection Permissions form. The school keeps a register of children who have permission to meet their parent or carer outside the school gate which is shared with the child's class teacher or club leader. Children must notify the class teacher or club leader 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 from Reception.

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.

Parents must notify the school if collection arrangements change.