



OUR LADY QUEEN OF PEACE

CATHOLIC PRIMARY SCHOOL

Arrival and Collection of Children Policy

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Date created/updated:	December 2025
Ratified by:	Local Governing Body
Date ratified:	December 2025
Date issued:	December 2025
Policy Review Date:	September 2027
Post Holder Responsible for Review:	Executive Principal



Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Arrival and Collection of Children policy has been approved and adopted by Our Lady Queen of Peace Catholic Primary School on 9th December and will be reviewed in September 2026.

Signed by the Chair of the Local Governing Body for Our Lady Queen of Peace Catholic Primary School.

Ben Sheehy

B Sheehy

Signed by the Principal for Our Lady Queen of Peace Catholic Primary School

Anthony Wilkes

Anthony Wilkes



Arrival and Collection of Children Policy

School Mission Statement To Love and To Share, Believe and Achieve

Aims and Purpose

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

Arrival of Children

Children should be accompanied by an adult unless parental permission has been given for them to come alone.

The gate by the school's main playground will be opened at 8.40am. All children will enter this entrance and then into school via the external door on the Key Stage 2 playground. Children in Reception and Key Stage 1 (Years 1 and 2) will enter via the EYFS area. A member of staff will be stationed on the playground.

There is currently a breakfast club provision provided at Oldbury Park available each day. Parents are advised to speak with a member of the office staff for further information.

Parents are reminded to park responsibly, carefully and to be aware of other pedestrians when dropping off their child/ren at this busy time. The car park adjacent to the school is strictly for school staff only. A reasonable adjustment to this decision may be made, depending on the individual circumstances of the family and entirely at the discretion of the Executive Principal Anthony Wilkes and the Local Governing Body.

Collection of Children

Foundation Stage and KS1

All children are dismissed by their class teacher from the main playground at 3.15 pm. Your child must always wait with their teacher until an adult arrives to collect them. If a

change of adult is needed on a particular day then please inform the school office so that members of staff are made aware before the end of the school day. Children are not allowed to walk home on their own. An older sibling in Key Stage 2 is not allowed to collect a child from Reception or Key Stage 1. If the designated adult is unavailable please arrange another responsible adult to collect your child and inform the office as soon as possible.

Key Stage 2

By prior arrangement Year 5 (**summer term only**) and Year 6 children may be allowed to walk home by themselves **if written permission is received**. Parents who wish to let their child travel to/from school independently, must assess the risks associated with the school route and their own child's confidence and level of maturity. The most important factor is to consider the suitability of the child walking to/from school and whether there is any risk to the child. Parents should work with their children to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness. The school will support with any decision making and the considerations of risk.

Siblings over the age of 14 are allowed to drop off or collect a child as long as the same risk assessment process has been agreed by parents and this has been articulated to the school through the written consent form. Parents must be aware that it is an offence to leave a child alone if it places them at risk and this includes in the care of an older sibling if the level of supervision is likely to cause unnecessary suffering or injury to health.

Delayed Collection

All children should be collected at the end of the school day (3.15pm), unless they are attending an after school club. Parents should notify the school immediately should, due to unforeseen circumstances, the arrangements for collection change or if they are delayed.

Any child not collected by 3.25 pm (10 minutes after the end of school) will be brought back into school and will wait in the main reception. A member of the office staff will contact parents to assess the reason for the possible delay. If a child has not been collected after 3.25pm and parents/carers cannot be contacted, the matter may be referred to Children's Services.

Under no circumstances will a child be allowed to depart from the school unless it is with a previously identified authorised person.

After School Clubs

Members of staff in charge of an after school club must obtain written consent from a parent for the child to stay. The parent will have been informed of the time of

collection on the original letter and this should include a contact name and number (preferably a mobile contact).

Clubs run by independent providers will still need to monitor the collection of children and inform a member of the senior leadership team if there are any concerns.

Parents need to inform the school if arrangements for collection change, no later than a day before the event.

If at any time during the day a child needs to be collected from school then parents must notify the school office and also bring a copy of the child's appointment with them upon collection.



Arrival and Collection of Children Policy

Leaving School Site Permission Form

I have read and understood the terms referenced within the school's Arrival and Collection Policy and am satisfied with the risk assessment of my child's return route from school.

I give permission for my child _____ in Year 6 (summer term Year 5) to walk home/cycle home unsupervised at the end of the school day (from 3.15pm onwards).

I give permission for my child _____ in Year ____ be collected by his/her brother/sister at the end of the school day (from 3.15pm onwards). I can confirm that this child's sibling is over 14 years of age.

Please complete as applicable.

Signed: _____

Date: _____

Contact name: _____

Contact number: _____

