



Stanley St Andrew's Church of England Primary School

Pupil Drop Off & Collection Policy

At Stanley St Andrew's Church of England Primary School, we recognise the uniqueness of each person, young and old, all people are special and of worth in God's eyes.

In order to ensure the safety and wellbeing of all of our children we have put together this policy to advise our parents on the procedures that we have in place for the dropping off of children at the start of the school day and the collection of children at the end of the school day.

Dropping Off Your Child

Children who are attending breakfast club should be walked to the main gate and seen on to the school site by an adult. They should not be dropped off at the top of the drive and left to make their own way into school. We ask this for the simple reason that if your child does not make it through the school gate, we would be unaware of this until registration takes place, which could be up to an hour and a half after you have dropped your child off.

For all children who are not attending breakfast club, the school gates open at 8.45am. You should remain with your child until the gates are open and you have seen them safely enter the school site.

The school gates will close at 9.00am. If you are late dropping your child off at school, you should accompany them to the school gate and wait with them until they have entered the school site.

An exception to the rules for dropping children off will be made for year 6 children who are able to make their own way to and from school, but we do ask parents do notify us of this arrangement.

Late Collection

The school day ends at 3.15pm. Unless your child is booked in to attend after school club, we expect all of our parents to arrive on time to collect their child. If you arrive later than 3.15pm to collect your child, not only it is an inconvenience to school staff who have other after school commitments, but it can also be distressing for your child.

However, we do understand that sometimes certain circumstances out of your control (for example an accident on the route into school causing traffic problems) may cause you to be late. If you know that you are going to be late then, as long as it is safe to do so, please contact the school to advise us and to let us have an estimated time of arrival.

If you have not collected your child by 3.30pm, your child will be placed in after school club and a charge may be levied in accordance with our charging & remissions policy.

In the case of a traffic incident on the route into school, which would affect a lot of our parents, a charge would not be levied. However, charges for use of the after school club due to late collection does remain at the discretion of the headteacher.

Parents who are persistently late collecting their child will be asked to meet with the headteacher to discuss this as it could be considered to be a safeguarding concern.

Named Collections & Passwords

We will only release children to their parents and other close family member who we recognise and who have been sent previously to collect your child, and only when we are expecting them. If your child is going home with anyone other than the main parent/carer, please let us know prior to collection time with as much notice as possible.

If you are sending someone to collect your child who is unfamiliar to our staff we will ask you to set up a password system. You will need to telephone the school office to advise that someone who may be unfamiliar to the school is coming to collect your child. We will then ask you to set up a password. You will need to share this password with the person who will be collecting your child and we will ask them to advise us of the password when they arrive at the school gate. We will only release your child if we are given the correct password.

As it is not always the same members of staff on the school gate, it is a good idea to ask any individual who is new to collecting from our school to remember this password for their first few visits to collect from school, just until more staff become familiar with them.

After School Club

If you are planning to use the after school club, please make sure you have booked your child in so that your child is collected by the after school club leader at the end of the school day. This will ensure that we are not trying to locate you at the school gate at pick up time.

When collecting your child from after school club, if you are going to be later than you anticipated when you made the booking, please call the school to let us know so that our staff and your child do not become concerned as to your whereabouts.

We ask all parents to remember that our after school club closes at 6pm and this is the very latest you should collect your child. Late collections after 6pm will also result in a charge as per our charging & remissions policy and persistent late collections after 6pm could result in your child being unable to use the after school club.

Collection by childminder

If you are using a childminder and wish them to collect your child from school, please notify us (either by email or in writing) of the name of our childminder, their contact details, and the days which they will be collecting from school. You will also need to set up a password for when they first collect as per the section on Passwords for collection above.

Year 6 Independence

In order to help build confidence and independence in our older children, we do allow our year 6 children to walk to school alone and to leave the school gates on their own to either walk home or to walk to the car where their parent is waiting. If you would like your child to do this, please advise us either by email or in writing.

In the winter months, we ask that year 6 children do not walk to school or home alone when it is dark. If your year 6 child is attending an afterschool club and it is dark at the time when the club ends, we ask that parents come to school to collect them.

Parents of year 6 children should also bear in mind that if your child needs medicine when in school this can only be dropped off at school and collected by an adult and you will need to come to the gate yourself in these circumstances.

Year 6 children should not have the responsibility of their younger siblings and therefore we request that you do not ask your year 6 child to walk their younger siblings to school/home. Younger siblings do need to be dropped off/collected by an adult.

Please ensure that you have safeguarding procedures in mind with your year 6 child if they are walking to/from school alone and you have talked to them about issues such as stranger danger, road safety and how it is safer to walk with others.

Policy Review

This policy was reviewed and approved for use by the headteacher in March 2025. This policy will be reviewed on an ongoing basis and any changes will be shared with all stakeholders.