



Thorpepark Academy

Delivery and collection of children policy



1	Summary	Delivery and collection of children policy			
2	Responsible person	Caroline Knight			
3	Accountable SLT member	Caroline Knight/Senior Management Team			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Britta Dickinson-Fry Tracey Johnson			
6	Who has been consulted and recommended policy for approval	Governors Staff			
7	Approved by and date	Governors September 2025			
8	Version number	6			
9	Available on	Every	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Trust website <input type="checkbox"/> Y <input type="checkbox"/> N Academy website <input checked="" type="checkbox"/> Y <input type="checkbox"/> N SharePoint <input type="checkbox"/> Y <input type="checkbox"/> N	
10	Related documents (if applicable)				
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	September 2025			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



1. Introduction

This policy will provide clear guidelines for parents/carers, authorised persons, governors and staff in relation to their responsibilities for the delivery and collection of children to school.

2. Aims of the policy statement

The aim of this policy is to:

- ensure the safe delivery and collection of children being cared for or educated on our premises.
- encourage families to deliver and collect their child/ren on time.
- comply with all legislative requirements.

Definitions

Authorised person: A person for whom the parents/carers have given authority to the school to collect the child. The school believes an authorised person should be someone over the age of 13 years. If a parent wishes for a child under the age of 13 to collect a child from school they must discuss this with the academy. The academy will expect written permission from the parent and a declaration signed to say they will take full responsibility.

Adult: Someone aged 16 or over.

Late collection: When a parent/carer or authorised person collects their child/ren from the school after 15:25 hours, or after a designated finishing time for an after school club.

3. Responsibilities

The school is responsible for:

- providing parents/carers with a copy of this policy, when their children start at the school and ensuring a copy is available for inspection at all times.
- being available to assist in the situation due to the late collection of a child (refer to procedures in this policy).
- contacting parents/carers/authorised persons, who do not follow the correct procedures stated in this policy.
- contacting a parent/carer to gain authorisation if a person who is not listed as an authorised person arrives to collect a child.

Note: Between the hours of 8:40am and 3:30pm on a Monday, Tuesday, Wednesday and Friday the supervision of children in reception to year 6 on the premises becomes the responsibility of the staff. On a Thursday the times are between the hours of 8.40 am and 1.45pm.

Little Jumping Beans and Jumping Beans are the responsibility of the staff between the hours 8.45am and 3.30pm, Monday to Friday.



The only times when this is different is if a child attends breakfast club or an after school club.

Parents/guardians are responsible for:

- collecting their child/ren promptly at the end of the day/session.
- ensuring their child (both KS1 and KS2) is signed out and back in when they go home for lunch or leave school for an appointment.
- ensuring the child/ren's enrolment form includes details of persons who have lawful authority to collect the child/ren (usually the parents/carers) and any other persons authorised to collect the child/ren.

4. Delivery of pupils to nursery and school

Jumping Beans and Little Jumping Beans

- Parents must ensure that their child arrives on time for the start of the session. The morning sessions start at 8.45am and the afternoon sessions start at 12.30pm. The doors will be open for the provision at 8.45am and 12.30pm.
- All parent/carers or responsible adult nominated by their parent/carer will need to hand the child over to a member of staff. The adult is required to sign the child in.
- All children aged 5 or under must be handed over by an adult.

Foundation stage to year 6

- Parents must ensure that their child arrives at school on time ready for registration. The school doors will open at 8.40am.
- All children from Foundation to year 6 will need to wait near their classroom entrance with a parent/carer or responsible person nominated by their parent/carer, unless the child is in year 5 or 6. At 8.40am the class teacher or a member of staff will welcome the pupils into the school. The door will stay open until 8.50am. After this time the doors will be closed and the child/children will need to go to the main office to be signed in. The child will be given a late slip and the home school support assistant will take the child to their classroom. A member of the welfare team will also liaise with the parent/carers to offer support if needed.
- At 9:10 the gates onto the playgrounds will be closed. The pedestrian reception gate will be closed with access to the school via intercom.
- All children aged 5 or under must be handed over by an adult.

5. Late collection

Parents of all pupils who arrive late for whatever reason must enter school via the main office and sign their child in with a valid reason.



6. Persistent late delivery

Parents of all pupils who are persistently arriving late will be contacted by either the office, attendance team or the welfare team. The attendance team will request a meeting with the parent/carers in which they will be informed about their responsibilities and offered supportive package if needed.

7. Collection from the nursery provisions

- The doors will be opened at the end of the session and a member of staff will greet the parent/carer. The children will be ready for collection and the member of staff will call the child's name and sign the child out. The member of staff will make sure the child is handed over to the parent/carer or a named adult from the collection list.
- Children who are taken home by taxi or bus will be taken to it by a designated staff member.
- Parents/carers/authorised persons wishing to speak with staff involved in the dispersal of children will need to wait until all of the children have departed. For example, a person collecting a child informs the teacher that they cannot locate their child's jumper. The teacher would inform the person that they will be able to assist in finding the jumper once all children have departed.
- If a staff member is concerned that releasing a child to the parents/carers, or a person authorised to collect the child, could put the child at risk, the child will not be allowed to leave in their care.
- In the above case the person collecting the child will be asked to speak to the Executive Principal, senior member of staff or part of the safeguarding team. He/she will need to decide whether or not the child is safe with the parent/carer. If not, social services will be contacted and, if necessary, the police.
- All children aged 5 or under must be collected by an adult.

8. Collection from school KS1

- Foundation, Year 1 & Year 2 children will be ready in class. The teacher or support staff will be positioned at the exit door and will call each child's when they can see a responsible adult is ready to collect them. The member of staff will make sure each child is handed over to the parent/carer or responsible adult.
- If an adult arrives to collect a child and is not named on the collection list the member of staff will ask them to wait and will ask the office to contact parent/carers to check for permission.
- Children who are taken home by taxi or bus will be taken to it by a designated staff member.
- Parents/carers/authorised adult wishing to speak with staff involved in the dispersal of children will need to wait until all of the children have departed. For example, a person collecting a child informs the teacher that they cannot locate their



child's jumper. The teacher would inform the person that they will be able to assist in finding the jumper once all children have departed.

- If a staff member is concerned that releasing a child to the parents/carers, or a person authorised to collect the child, could put the child at risk, the child will not be allowed to leave in their care.
- In the above case the person collecting the child will be asked to speak to the Executive Principal or another senior member of staff. He/she will need to decide whether or not the child is safe with the parent/carer. If not, social services will be contacted and, if necessary, the police. This will be fully recorded and placed in the Child Protection file.
- All children aged 5 or under must be collected by an adult.

9. Collection from school KS2

- Year 3 and Year 4 children must be collected by a parent/carer or an authorised adult from the classroom door.
- Year 5 and Year 6 children can walk home alone if written consent has been received by the school by a parent/carer.
- If pupils are not allowed to walk home alone, the child is asked to wait with a member of staff until the other children are dismissed, then procedures are as for KS1 for matching up parent/carer and child.
- If KS2 are expecting to meet a parent/carer and that person does not arrive then children are reminded regularly not to leave the school premises if the person collecting them is not there. They should then go to the school office where staff will contact parents/carers for advice.

10. Collection from clubs etc held after school

- Parents must indicate on the consent form whether or not they are collecting their child (KS2). All Year 3 and 4 must be collected by a parent/carer or an authorised adult.
- Then procedures are as above for the relevant age of the pupil.
- Parents/carers must wait outside the main office area when they come to collect their child from any after school event held on the school premises unless otherwise informed.
- Teachers leading the clubs will take the children to the main office to be collected by or their parent/carer or let out of the school (KS2 pupils with permission to walk home without adult supervision).

11. Procedures for unlocking/locking gates after school

- At 3.15pm the gates will be unlocked for parents to enter to collect children.
- All external doors will remain secured until home time.



- KS1 doors will be secured as soon as the children have been collected from the member of staff.
- At 3.45pm the pedestrian gates will be locked so that the only point of entry into the school is via the main office.

12. Late collection of a child

Staff are responsible for:

- In the situation where the parents/carers or authorised person is late in collecting their child/ren and has not notified the school that they will be late, the staff member is responsible for contacting parents/carers and, if they are not available, contacting the other persons authorised to collect the child/ren on the child/ren's admission form requesting that they collect the child/ren as soon as possible.
- If no contact can be made for a responsible adult to collect a child/ children then a member of the safeguarding team will carry out a home visit. If this visit is unsuccessful the safeguarding team will make the decision to contact social care or the police. This will be after all other possibilities have been explored.

The parents/carers/authorised persons/carers are responsible for:

- Informing the school office staff as soon as reasonably possible, that their child will be collected late, the reason for this and an approximate time for collection.
- Ensuring that late collection is not a regular occurrence.

13. Consistent late collection from school

If parents/ are regularly late collecting their child from school, the attendance team, welfare team or Executive Principal will contact them to discuss the matter further. If there are no improvements, the matter will be referred to the safeguarding team as a possible child protection concern.