Northfield Manor Primary Academy

Collection Policy

Date of last review:	September 2025	**Review period:**	3 years
Date of next review:	September 2028	**Type of Policy:**	School
Approval by:	Headteacher	**Signed:**	

Victoria Academies Trust

Introduction

Our school's priority is the safety and wellbeing of all children. We understand that each family's needs and circumstances may differ, and we aim to offer flexible collection options while ensuring children are kept safe both on and off school premises. This policy outlines the available collection options, our requirements for each, and important information for parents to consider.

Requirements for Collection and Walking Home:

1. **Collected by a Parent/Carer or Designated Person**
    - All children may be collected by a parent, carer, or another designated person. Individuals must be added to the 'contact list' on school records. If a person is not recorded on the contact list, the child will not be released to them and contact will need to be made with parents.
    - Children in **Key Stage 1 (Reception, Year 1, and Year 2)** must always be collected by an **adult (aged 18 or older)**.
    - Children in **Key Stage 2 (Years 3 to 6)** can be collected by an **older sibling (aged 14 and above)** if the sibling has been **authorised by the parents** and is listed as a contact on the school's records.
2. **Walking Home Alone**
    - Pupils in **Year 5 (summer term only)** and **Year 6** may walk home alone if parents have given explicit written consent to the school.
    - We encourage parents to carefully assess the maturity and confidence of their child before allowing them to walk home independently.
3. **Extra-curricular after-school clubs** – Following after-school clubs, students will only be released to parents or authorised adults on the contact list, unless prior arrangements have been communicated to the school. Students in Year 6 only, may walk home independently, only during the Spring 2 term (after February half-term) and the Summer term.
   This is subject to parental consent and written permission (email/letter) submitted to the school office.

Collection Times:

Parents and authorised individuals are expected to collect students promptly at the designated dismissal times.

Reception – 3.15pm
KS1 – 3.20pm
KS2 – 3.25pm
Extra-curricular after-school clubs – 4.30pm
Afterschool club – before 6pm (please see Breakfast and Afterschool club policy for more information).
Any changes to the collection arrangements should be communicated to the school office in advance.

Informing the School:

Parents must inform the school in writing/ via email about their chosen collection option. This includes:

- Granting permission for older siblings (aged 14+) to collect KS2 children.
- Giving consent for Year 5 (summer term) or Year 6 pupils to walk home alone.

- Notifying the school immediately if there are any changes to the collection arrangements (e.g. new person collecting the child or changes in walking home permissions).

Third-party collection

In exceptional circumstances, a student may be released to a third party.

For collection to be authorised, the parent must first inform the office team of the person that will be collecting. They will then be given a password to share with the person collecting. The collecting individual must then state the password upon collection in order for the teacher to release the child.

All requests for changes must be submitted in writing to the school office either through email or a signed letter.

Late Collection:

It is essential that children are collected on time. If a child has not been collected by the agreed time:

- The school will first attempt to contact the parents or carers.
- If contact cannot be made, we will use the emergency contact numbers provided by the parents.
- If no contact can be made or if the parent does not arrive within 15 minutes of the original collection time, children will be taken to afterschool club and parents will be charged for attendance.
- Persistent late collection may require the school to hold a meeting with parents to discuss arrangements.

Advice for Parents:

When deciding whether your child is ready to walk home alone, we recommend considering the following:

- **Maturity and Confidence**: Is your child confident in navigating their way home? Do they know what to do in unexpected situations?
- **Road Safety**: Does your child understand how to cross roads safely and follow traffic signals?
- **Mobile Phone Use**: Will your child use a phone responsibly and avoid distractions while walking?
- **Route**: Is the route home well-known, safe, and populated? Does it involve busy roads or isolated areas?
- **Timing**: Will your child be walking home alone in daylight, or during winter months when it gets dark earlier?

Parental Responsibility:

Once your child has left school premises at the end of the school day, parents and carers are fully responsible for their child's safety. We encourage parents to regularly review and assess their collection arrangements to ensure they are appropriate for their child's age, ability, and independence level.

Review and Updates

This policy will be reviewed regularly to ensure its effectiveness and relevance. Any updates or changes will be communicated to parents and guardians.

By adhering to this policy, we aim to create a safe and secure environment for our students, fostering their well-being and providing peace of mind for parents and guardians.