



Drop Off and Collection Policy 2025

Kings Education Trust (GKCS)

Policy Level	KET - Statutory and Mandatory Policy
Schools	Local Policy – The school has adopted this policy relative to its own context, this has been approved by the Local Advisory Committee and the Trustees.
Other related policies and procedures:	Attendance Policy 2024 Child Protection Policy 2024 Behaviour Policy 2023
Approved by:	Local Advisory Committee
Date Approved:	July 2025
Date for Next Review:	Sept 2026



Church of England Combined School

Policy on the Drop Off and Collection of Children

This policy should be read and applied in conjunction with existing safeguarding policies in the school:

- Safeguarding Children
- Safer Recruitment in Education, DfES July 2018
- Working Together to Safeguard Children, HM Government 2010,
- Keeping Children Safe in Education, September 2023.
- Child Protection Policy 2024 – Kings Education Trust and Great Kingshill CE Combined School
- Great Kingshill CE Combined School - Attendance Policy 2024

Great Kingshill CE Combined School prefers all children to be dropped off / collected every day by a responsible adult.

This policy may relate to situations where:

- Parents/carers wish the child to walk to/from school independently
- Parents/carers wish to provide drop off/collection by an older sibling (over 16)
- There are concerns about a parent/carer's ability to offer safe care
- Children are dropped off or collected late, not collected or wish to change the arrangements for collection at the end of the day

1. School day timings

	Preschool Morning Session	8:30am – 11:30
	Preschool Afternoon Session	12.00pm – 3.10pm
School starts	Reception, Key Stage 1 & 2	8.30am - 8.45am
Lunch break	Nursery & Reception	11.30am-12.30pm
	Key stage 1 classes	11:45am – 12:45pm
	Key stage 2 classes	12.15pm – 1.15pm
School finishes	Key stage 1 classes	3:10pm (playground)
	Key stage 2 classes	3:15pm (front of school)

School opens at 8.30am in the morning for all pupils

School finishes at 3.10pm for Preschool, Reception, Year 1 & Year 2

School finishes at 3:15pm for Year 3, Year 4, Year 5 and Year 6.

Pupils must be in school 8.45am to be recorded as present in school. Any child

arriving after 8:45am will be recorded as late and this will be an unauthorised absence. Responsibility for children's safety cannot be taken by the school before 8.30am or after 3.15pm unless they are attending our Wrap around Care or a Club run at the school. All children remain the responsibility of the adult/carer prior to these times before they enter the building or when they leave.

If a child arrives after 8.45am, their parent/carer needs to accompany their child to the front door and ensure they have been recorded as being present in school. They will be marked in as 'late' on the register and this will be an unauthorised absence.

Pupil walking to/from school independently

The most important factor to consider about suitability of a child walking to / from school alone is any risk to the child. There is no set legal age that children can walk to and from school independently or be left on their own. It is an offence to leave a child alone if it places them at risk and therefore schools have a continual obligation to take action if they believe this is the case.

If parents/carers wish to let their child travel to/from school independently, then they must assess the risks associated with the school route and their own child's confidence, and should meet with the school or have a telephone conversation to discuss the school's view. An example of where this may happen is where parents want to increase the independence of their children as they prepare to leave primary school and move onto secondary school. In other circumstances the school might identify alternative options, e.g. another parent taking the child home. If the school is in agreement for the child to make their own way home, the school will ask the parent to write a letter to confirm the procedure, school will only agree to this for children in Years 5 and 6 due to the site of the school.

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 responsibility for their child's safety rests with parents and carers who choose for them to walk independently to / from school. If your child attends an after school club and this finishes outside of normal school hours, then specific permission must be given to them regarding your child leaving the site. This will also need to be agreed by the school and please be advised that particularly in winter months, where it is darker at earlier times, we will not recommend children walking home by themselves.

2. Drop off/collection by an older sibling

There is no minimum age set in law when a young person is allowed to remain in charge of another child but it is an offence to leave a child alone if it places them at risk, and this can include in the care of an older sibling if the level of supervision is 'likely to cause unnecessary suffering or injury to health' (Children and Young Persons Act, 1933). We believe that siblings should be over 16 if they are to collect a younger child, those in Preschool, Reception or Key Stage 1 will not be released to siblings under 16 years.

Parents/carers are therefore responsible for anything that should go wrong in their absence. If parents wish older siblings to drop off / collect younger children they should meet with the school to discuss the situation and if this is agreed write a letter to confirm the procedure, as above. If the school has any concern that older siblings are not competent to take younger siblings to and from school or there are concerns about any child's safety or welfare due to these arrangements, this will be raised with the parent (ideally in advance of collection) and if alternative arrangements are not made, a safeguarding referral may be made to Children's Services if necessary.

3. Parent/carers ability to offer safe care

If the school has a concern that the parent/carer (or other person sent to collect the child) is using drugs/alcohol and they may not be able to provide safe care for their child/children the school will speak with the parent/carer to inform them of the concerns and monitor the situation. However, if the extent of a parent's own needs mean that they cannot keep the child safe from harm, then a Safeguarding referral to Children's Services, First Response will be made. If an adult with parental responsibility presents at school and staff are concerned that their presentation suggests they are unable to offer safe care, one of the Designated Safeguarding Leads will speak with the parent/carer to clarify the situation and assess the risk to the child.

The school will aim to retain care of the child whilst awaiting the advice of Police and Children's Services but schools do not have the authority legally to retain a child against a parent/carer's will. If a parent/carer is under the influence of drugs or alcohol and takes the child/children off site the school will then ring for a Police welfare check on the non-emergency number, 101.

4. Late collection/ non-collection

Great Kingshill CE Combined School does not expect any child to be collected late from school or a club. If a parent/carer is delayed for any reason it is the parent/carer's responsibility to call an adult on the authorized collection list to collect the child/children from school on their behalf. The school office will not make these calls.

The school procedures covering the collection of pupils at the end of school are to ensure children are safe and in the care of the parent or an authorised adult by 3.10pm for Lower School and 3.15pm for Key Stage 2. The school must have the full contact details of parents/carers and other adults e.g. grandparents authorised by the parent/carer to collect their child. It is the parent/carer's responsibility to ensure contact details are up to date and that they have sufficient authorised adults for a range of emergencies. The following procedure will apply for collection of children:

- Children in the morning Preschool should be collected at 11.30am
- Children in the afternoon Preschool should be collected 3.10pm
- Children in Reception and Key Stage One are to be collected directly from school staff in the playground at 3.10pm
- Children in Key Stage Two are to be collected from the front of school at 3.15pm. The school has staggered the end of the day to support parents/carers collecting children from different key stages
- The responsibility is on parents/carers to complete these arrangements every day, including the responsibility to make their own arrangements with their named authorised adult to collect their child/children if they are going to be late for any reason.
- In the event of an emergency the school expects the parent/carer to make appropriate arrangements so the child/children are collected by 3.15pm by an authorised adult.

It should be a rare occasion when there is a need to call the school to inform them that a child/children will be collected late. If children have not been collected by 3:20pm (or 4:20pm for an extra-curricular club) they will be sent to our Wrap Around Care while we try to make contact with the Parents. We do not expect this to be a regular occurrence and reserve the right to make a charge for any late collection. There will be a charge per child of £8:00 or £9:50 dependent on timings, the same costs that apply to any other child attending Wrap Around Care. If a child is not collected on time the school may choose to make contact with Children's Social Care via First Response for advice, they will also follow their own Safeguarding procedures (see Child Protection Policy).

We offer a range of clubs and enrichment activities after school details of which are shared with Parents termly. Our Wrap Around Care provides care before school from 7:30am and after school until 6pm. Please go to our website or ask at the office for more information.

If a parent/carer or an authorised adult has not collected the child/children from the school by 3.30pm on more than two occasions it may trigger the activation of child protection procedures including making a safeguarding referral to First Response.

References to Parents may mean Parent or Carer in this policy.