KEA C P SCHOOL

PUPIL COLLECTION & LATE COLLECTION POLICY

Approved by:	Full Governors	**Date:**	10 November 2026
Last reviewed on:	Autumn 2 2026		
Next review due by:	Autumn 2 2029		
Signed:		**Date:**	

1. General Collection Arrangements

1.1 The normal end-of-school collection time for all pupils is 3.30 pm, unless the pupil is attending an approved after-school club.

1.2 Parents/carers are responsible for ensuring that their child is collected promptly at the end of the school day.

1.3 Pupils will be handed over by a member of school staff to:

- their parent/carer;
- an adult authorised by the parent/carer; or
- an individual listed by the parent/carer as an emergency contact on the school's emergency contact information.

1.4 An individual listed by a parent/carer as an emergency contact is deemed to be an authorised person for the purpose of collecting the child from school. The school does not require additional permission, notification or a password from the parent/carer for an emergency contact to collect their child.

1.5 Parents/carers are responsible for ensuring that all emergency contacts provided to the school are appropriate adults whom they authorise to collect their child. Parents/carers should notify the school promptly if they wish to amend or remove an emergency contact.

1.6 The school may request identification from an adult collecting a child where staff are unable to establish their identity or where there is any uncertainty regarding their authority to collect the child.

1.7 Children in Years 5 and 6 may walk or cycle home independently where the school has received the appropriate written consent from the parent/carer. This consent will remain in place for the whole school year in which it is provided, unless the parent/carer informs the school that they wish to withdraw or amend the consent. Parents/carers are responsible for ensuring that their child understands the arrangements for the end of the school day, including how and when they are expected to leave the school site and where they are going after leaving school.

1.8 Children on the school's 'unaccompanied list' are permitted to leave their classroom independently at the end of the school day in accordance with the arrangements agreed with their parent/carer. Parents/carers are responsible for ensuring that their child understands these arrangements and knows what they are expected to do at the end of the school day.

1.9 Pupils attending after-school clubs will be collected from the playground for sports clubs or from the classroom in which the club is taking place. Parents/carers will be informed of the collection arrangements when their child's place is confirmed.

2. Safeguarding and Safe Handover

2.1 The school has a duty to ensure that pupils are handed over safely at the end of the school day.

2.2 A pupil will not be released to an individual where there are reasonable safeguarding concerns regarding the child's immediate safety.

2.3 This may include circumstances where:
- the child is displaying significant distress or anxiety about leaving with the individual; or
- a member of staff has reasonable concerns that the parent/carer or authorised adult is not in a fit state to ensure the child's safety.

2.3.1 In such circumstances, the school will follow its safeguarding procedures and may contact the parent/carer or another appropriate emergency contact.

2.5 Members of staff must not transport or take a pupil home themselves.

3. Departure from the School Site

3.1 Following collection, pupils and their accompanying families are expected to leave the school site promptly.

3.2 All pupils and families must have left the school site by 3.45 pm, unless they are attending an after-school club or have another specific reason for remaining on site that has been agreed with the school.

3.3 The school site should not be used as a place for families to remain following the collection of their child.

4. Late Collection Procedures

4.1 A pupil who has not been collected by 3.30 pm will be taken to the school office and supervised by a member of staff.

4.2 Office staff will attempt to contact the pupil's parent/carer by telephone.

4.3 If the parent/carer cannot be contacted, the school will contact the other emergency contacts listed on the pupil's school records.

4.4 The school expects all pupils to have been collected and to have left the school site by 3.45 pm.

4.5 A collection taking place at 3.45 pm or later will be recorded as a late collection.

4.6 Where a parent/carer has incurred three late collections of 3.45 pm or later within a school year, a £10 late collection fee will be charged.

4.7 Late collections will be recorded and monitored by the school.

4.8 Persistent late collection may result in the school contacting the parent/carer to discuss the circumstances and, where appropriate, putting additional arrangements in place to support timely collection.

5. **Parental Responsibility**

5.1 Parents/carers are responsible for:
- ensuring that their child is collected at the appropriate time;
- providing the school with accurate and up-to-date emergency contact information;
- ensuring that the adults listed as emergency contacts are suitable and authorised to collect their child;

- informing the school promptly of any changes to their authorised contacts;
- ensuring that they, or an authorised adult, are available to collect their child when required; and
- ensuring that their child understands and follows the agreed end-of-day arrangements, including where applicable arrangements for leaving school unaccompanied.

5.2 The school reserves the right to take appropriate safeguarding action where there are concerns regarding the safe collection of a pupil