



## East Hunsbury Primary School

# Dropping Off / Collection Policy Not Collected Policy Walking Home Alone Policy

**Approved by:** Governors

**Date:** 23<sup>rd</sup> May 2025

**Last reviewed on:** May 2025

**Next review due by:** May 2026

Version	Date	Author	Changes
1			
2			
3			
4			

## **1. Purpose**

The purpose of this policy is to clarify our procedures and expectations, regarding children being dropped off, collected and travelling to school, to ensure children are safe. The safeguarding of children in our care is of paramount importance to us and a responsibility we take seriously. The policy is written in consultation with staff and governors and links to the following other policies which can be found on our school website:

- Home School Agreement
- Walking Home Agreement
- Safeguarding
- Attendance Policy

## **2. Rationale**

The need for the school to devise a child drop off/collection policy is to:

- Clearly outline the drop off/collection and walking home procedures to the school community.
- To ensure that each child is safe as they travel to and from school.
- To devise an easy-to-follow signing in and out system within the school.

## **3. Aims**

This policy aims to:

- Safeguard all children.
- Ensure that no child is unaccounted for at any time.
- That each teacher is up to date on child drop off/collection and walking home procedures, arrangements, and expectations.
- Ensure all staff have up to date information.
- That the school community is aware of the appropriate procedures and expectations.
- Provide a well-organised and safe signing in and out procedure.
- Encourage children to take responsibility for their own safety and the safety of those around them.
- Work in partnership with the families of East Hunsbury Primary School to ensure children are safe and accounted for.

#### **4. Roles and Responsibilities**

Child collections, drop offs and walking home procedures place responsibility on various personnel within the school chain of command. However, we must all accept the role that we play and our responsibility to ensure:

- Positive school community communication.
- Co-operation between all parties to ensure the safety of children and staff
- The responsibility of community members to adopt and apply this policy.
- Those with parental responsibility (PR) are responsible for ensuring that their child arrives at school on time – where this is not the case, our attendance and safeguarding policies and procedures will be applied.

#### **5. Parental Responsibility and Emergency Closures**

- 5.1. At the point of collection, the responsibility for the care of the child is passed to the parent/designated adult.
- 5.2. For children in Years 5 and 6, who have permission to walk home, once they have left the school premises, the responsibility for the care of the child is passed to the parent/designated adult as outlined in the Walking Home Agreement.
- 5.3. Dangerous play/inappropriate behaviour in the school grounds, or local area, is not allowed and we request that parents support the school with this policy.
- 5.4. Parents/carers must provide at least two emergency contact numbers and update the school office of any changes to circumstances or contact details.

#### **6. Emergency closing**

- 6.1. Parents/carers should note that the Headteacher might not be able to allow children into the school building/playground because of an unforeseen emergency. Parents should check their email, Class Dojo, the school website, or correspondence from school for information of closures each morning. The school will endeavor to communicate any closures in a timely and effective manner.
- 6.2. If there is an emergency closure of the school during the school day, parents will be contacted via email and/or class dojo. Children will be expected to be collected from the school site as outlined within section 8.0 or 9.0 depending on the child's age.

#### **7. Car Park**

Only parents with an official car park pass or disabled badge are Allowed into the car park at the start (no earlier than 8.20am) and end (not before 3:15pm) of the school day. If you have a child with a disability, or are an adult with a registered disability, then please apply to the

school office for a car park pass.

## **8. Children in Foundation Stage, Years 1, 2, 3 and 4 Dropping Off / Collection Guidance**

8.1 All children in Foundation Stage and in Years 1, 2, 3 and 4 must be dropped off to the classroom door and collected from the classroom door by an authorised adult (siblings are not permitted to collect a child from Foundation Stage or KS1 unless they are over 18 years of age and have been cleared as an authorised adult). They are not permitted to walk to or from school on their own or be left on their own on the school premises either before or after school.

- *An authorised adult is a parent with Parental Responsibility or an adult with whom a parent with parental responsibility has informed the class teacher and school office about giving them permission to*

8.2 At the beginning of the day, the children enter the school via their classroom door where a member of staff will welcome them.

8.3 At the end of the day, Foundation Stage and KS1 (Key Stage 1) pupils will remain in their classroom until they are released by staff to their authorised adult.

8.4 The school must be informed by the parent of any changes to arrangements by phone to the school office in good time e.g. before 2pm, whenever possible.

8.5 If there are any concerns in releasing pupils, the school contact the child's parents to confirm the arrangements before the child is released. If an unauthorised adult arrives to pick up the child, staff will not release the child until confirmation and permission has been obtained from the parent by the school. Until that time, the child will be kept in the school with a member of staff.

8.6 Any children attending extra-curricular activities (before or after school) must safely assemble in the designated area for that activity. Parents/carers will collect their child from the designated pick-up point at the end of the club session – this is usually the courtyard or front of the school but the leader of the club should confirm this with parents in advance. The person responsible for the club will release each child to the authorised adult. If there is a delay in a child being collected, the club leader will contact the parents directly.

## **9. Children in Years 5 and 6 Dropping Off / Collection Guidance**

9.1. Upper KS2 (Year 5 and Year 6) children will be released from their classroom doors at the end of the school day if they have been given permission from home and school to walk to and from school alone. It is the parents' responsibility to ensure that their child has clear instructions and guidance on how to walk to and from

school safely, responsibly whilst executing appropriate behaviour at all times. It is also the parents' responsibility to decide whether their child is ready to walk to and from school.

- 9.2. For permission to be granted, parents must complete the form linked in the letter at the end of this policy (Appendix 1) and both the parents and child must read the Walking Home Rules (Appendix 3) and both must sign the Walking Home Alone agreement (Appendix 2). If the school deems that the child would be unsafe, for any reason, walking home alone, they have the right to revoke the permission and stipulate that the child must be collected by an authorised adult as outlined in 5.1.

Further guidance in preparing your child to walk alone can be found at: [Home or out alone guide](#)

- 9.3. Year 5 and 6 pupils are expected to take the safest route, **directly home**, as instructed by parents/carers. There should be no detours taken by the child (e.g. to the park or Tesco express). The child is expected to walk straight home.
- 9.4. Year 5 and 6 pupils must follow the school rules whilst walking home. If they do not, then the school will issue consequences and the right to walk home will be withdrawn by the school. (Appendix 2)
- 9.5. For children who do not have permission to walk home alone, then they must be collected and dropped off from the classroom door as per the expectations outlined in 5.2-5.7
- 9.6. If a child in Year 5 and 6 is required to meet a younger sibling, because that is where their authorised adult will be waiting, then the parent must still complete the Walking Home Alone agreement (appendix 2) and complete the form (appendix 1) as once the child has left the classroom door, responsibility will be passed to the parent.

## **10. Pupils attending Kids' Club**

- 10.1. Parents will follow the policy for dropping off and collection protocols and policies held by the club.
- 10.2. At the beginning of the school day, staff from Kids Club will deliver the children to their respective classes, informing staff that they have arrived.
- 10.3. At the end of the day, children attending Kids Club will be collected from their respective classrooms/after school club by Kids Club staff.

## **11. Child Not Collected from School Procedure**

- 11.1. If a child is not collected by an authorised adult at the end of the school day, we will ensure that the child receives a high standard of care to cause as little distress as possible.
- 11.2. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for. If a child is not collected at the end of the session, we use the following procedures:
  - 11.2.1. The school office is consulted for any information about changes to the normal collection routines by parents/carers.
    - 11.2.1.1. If no information is available, parents/carers are contacted at home or at work.
    - 11.2.1.2. If this is unsuccessful, the adults who are authorised by the parents to collect their child from school and whose telephone numbers are recorded on the school database are contacted.
    - 11.2.1.3. The child will stay at school in the care of a member of staff until the child is safely collected.
    - 11.2.1.4. If a parent/carer is late in collecting their child, they should go to the main office, to collect them.
    - 11.2.1.5. At no time will a member of staff take a child home without permission from the Headteacher or at no stage will they leave a child alone in the building.
    - 11.2.1.6. If no one can be contacted to collect the child after 4.30pm, or staff are no longer available to care for the child, we will contact the Multi Agency Safeguarding Hub (MASH) or police.
    - 11.2.1.7. If a parent/carer does not collect within the timescales above and cannot be contacted, then the school will follow safeguarding protocols and record the incident accordingly. Similarly, if a parent is regularly late to collect a child or drop off then our attendance or safeguarding policies and procedures will apply.

## **12. CONCLUSION**

To conclude, at East Hunsbury Primary School, we take the safety and welfare of all our pupils extremely seriously. That is why we expect our whole school community to understand and uphold the expectations outlined in this policy.

Children in Reception, Years 1, 2, 3 and 4 must always be collected by a trusted and authorised adult, agreed with the class teacher and school office.

Children in Years 5 and 6 may walk home only if permission has been given by a parent or carer with parental responsibility, through the completion of the online form in Appendix 1 and the Walking Home Alone Agreement in Appendix 2.

We strongly advise all parents and carers to take the time to talk to their children about road safety, awareness of their surroundings, and what to do in case of an emergency.

We recommend using the NSPCC's "Home or Out Alone" guide, which can be accessed here: [Home alone or out alone guide | NSPCC Learning](#)

If you have any questions regarding this policy, please contact the school office or reach out to the Headteacher, Kathryn Pennington, via email at [penningtonk@easthunsburyprimary.org](mailto:penningtonk@easthunsburyprimary.org).

Ensuring children are safe and responsible when walking home is a shared responsibility, and we ask that all families work with us to support this. While older pupils (Year 5 & 6) may begin to develop independence, our younger children (Reception to Year 4) must always be collected by a responsible adult.

## **APPENDIX 1 – Walking Home Letter**

Dear Year 5 and 6 Families,

At East Hunsbury Primary School, the safeguarding of all children is of the utmost importance to us. We also recognise that for many families, deciding whether to allow your child to walk home from school is a significant decision—and one that comes with great responsibility for the child. We want to support our older pupils in developing independence while ensuring they are safe and ready for this step.

We are writing to ask for your permission, if you wish to give it, for your Year 5 or 6 child to walk home from school at the end of the day. Please note that children will not be allowed to walk home from school after a club or collect a younger sibling.

Children who walk home must be able to do so sensibly and take the most direct route. If school staff have concerns about a child's ability to walk home responsibly or safely, we reserve the right to contact parents and request that the child be collected instead. This is always done with your child's well-being and safety in mind.

To give permission for your child to walk home, please complete the [online form](#).

We also ask that you read our Walking Home Rules for parents and children carefully, as these outline the expectations we have to keep everyone safe.

Children are also permitted to come to school on their bikes but only once they have completed their Bike Ability course which is usually in the Summer term of Year 5. They must bring their own bike locks and a cycle helmet must always be worn – children who do not wear a helmet will not be allowed to cycle to and from school. The children will be responsible for locking their bikes in the bike racks on their arrival to school and they are then left at the families own risk. Children must be aware that they are not permitted to ride their bikes on the school premises and must push their bike across the playground and paths when entering the school grounds.

For further advice on deciding whether your child is ready to be home or out alone, we recommend reading the NSPCC guidance available [here](#).

Our aim is to help our pupils develop independence in a safe and supported way. If you have any questions or would like to discuss this further, please speak with your child's class teacher or a member of the Senior Leadership Team.

With kind regards,

Kathryn Pennington



## APPENDIX 2 – Walking Home Agreement

### 2024/2025 Yr 5/6 Permission to walk to/from school independently

1. Child's first name \*

Enter your answer

2. Child's surname \*

Enter your answer

3. Child's year group \*

☐ Year 5

☐ Year 6

...

4. Child's class teacher \*

☐ Mrs Fenton

☐ Mrs Robinson

☐ Mr Clarke

☐ Mrs New and Ms Lawther

5. I give permission for my child to walk to school on their own \*

☐ All week

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Not Applicable

6. I give permission for my child to walk home from school on their own \*

- ☐ All week
- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Not applicable

7. I give permission for my child to bring their bike to school. (Year 6 only)

- ☐ All week
- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday

8. I confirm that my child has completed their Bike Ability course to level 2.

- ☐ Yes
- ☐ No

9. I have read and agree with the Walking Home Rules and will abide by them (Parent Signature) \*

Enter your answer

10. I have read and agree with the Walking Home Rules and will abide by them (Child Signature) \*

Enter your answer

11. Any other information we need to know

Enter your answer

# READY RESPECTFUL SAFE WALKING HOME RULES

When children walk to and from school without an adult in Years 5 & 6, they need to follow the expectations set by the school. As they walk home in their school uniform, they are representing EHPS. Once the child leaves the school site, they are the responsibility of their parents/guardians. Being safe is important so please read and agree to the child and parent responsibilities.



## CHILDREN WILL:

- 1** Always walk safely and sensibly.
- 2** Walk on the pathways and not on the grass verges.
- 3** Be polite. *Remember: there are many parents with younger children and the general public walking on the same pathways.*
- 4** Walk straight home, taking the route parents/carers have planned.
- 5** Cross main roads safely, looking and listening carefully for traffic and any other hazards.
- 6** Chat with their friends sensibly, respectfully and kindly.
- 7** Not use their mobile phone whilst walking. If you need to make or answer a call, stop walking to do this so that you can concentrate.

If you break the rules walking to or from school, someone will tell the school.

## SUPPORT/CONSEQUENCES

If the rules are not followed  
**ONCE:**

Your parent/carer will be asked to meet with a senior leader to discuss how walking home behaviour can be supported.

If the rules are not followed  
**TWICE:**

Your parent/carer will be asked to drop and collect you for up to 4 weeks or until it is felt you can walk to/from school safely.

If the rules are not followed  
**THREE times:**

Your parent/carer will be asked to drop and collect you until the end of the academic year.

# READY RESPECTFUL SAFE WALKING HOME RULES

## PARENTS/CARERS WILL

- 1** Plan & share with their child, a direct route home for their child, avoiding any authorised shortcuts or parks.
- 2** Share with their child the importance of safe and responsible behaviours when walking home.
- 3** Insist that their child walks directly home when leaving the school premises & whenever wearing school uniform.
- 4** Ensure that their child does not accompany younger siblings home. Children below Year 5 are not allowed to walk home and must be collected by a known adult.
- 5** Inform the school if there is a change in their child's arrangements.
- 6** Support the school in keeping children safe.
- 7** Discuss a plan with your child if they feel unsafe or things go wrong as they walk to and from school.

### PLEASE NOTE:

Once your child has left the school premises, they are in your care & are your responsibility. If your child attends an after-school club, they must be collected from school as they will not be allowed to walk home.

### THE SCHOOL WILL:

Provide regular reminders to the children about safe walking to and from school.

Support the children in knowing the strategies to use if they feel unsafe at any point. **NSPCC Guide: Home or out Out Alone.**



Discuss with individuals or groups if they have any concerns.

Investigate any reports of disrespectful or unsafe behaviour.

Work closely with families when necessary to support walking to and from school behaviours.

## SUPPORT/CONSEQUENCES

**If your child breaks the rules walking to or from school, please note the consequences below**

If the rules are not followed **ONCE:**

Your parent/carer will be asked to meet with a senior leader to discuss how walking home behaviour can be supported.

If the rules are not followed **TWICE:**

Your parent/carer will be asked to drop and collect you for up to 4 weeks or until it is felt you can walk to/from school safely.

If the rules are not followed **THREE** times:

Your parent/carer will be asked to drop and collect you until the end of the academic year.