The Redeemer

Church of England Primary School

Pick Up & Drop Off Policy

Date: 2026 - 2027

When Joining Our School

As a School we have a duty to safeguard children in our care. An important part of this is considering how to ensure that pupils arrive and leave our premises safely.

When pupils start at The Redeemer, we ensure that parents/carers complete a detailed registration form that states clear guidelines about who has permission to collect their child/children at home time. This ensures that each child is collected by a familiar adult/U18, who is known to staff, at the end of each day.

To safeguard our pupils, we request that parents/carers keep the school informed of any changes in arrangements, preferably by email or phoning the school office. As Dojo is not regularly monitored, parents should refrain from sending this information via Class Dojo.

As a school we discourage Primary Age Pupils (U11's) picking up siblings at The Redeemer, however if parents/carers believe this is the only viable option they should put this into writing to the School Office and this will be considered by the Senior Leadership Team. We ask that parents/carers who are considering this option think about the following; the maturity of the children involved, the length and nature of the journey home, and the relationship between the children.

Pupils in EYFS/Key Stage One (R,Y1,Y2)

No pupil in Foundation Stage or Key Stage 1 should walk to or from school on their own or be left on their own on the school premises, either before or after school; this includes in the playground or outside the classroom door. Pupils will not be handed over to other adults or under 18's unless the school has been informed in writing by the parent/carer that they have made this arrangement, or the other adult/U18 is able to provide the teacher with the pupil's unique password.

Pupils in Lower Key Stage Two (Y3 &Y4)

Pupils in Years 3 and 4 should NOT walk to or from school on their own or be left on their own on the school premises either before or after school. However, in exceptional circumstances where parents/carers are unable to pick up their child after school, we will require written permission from the parent/carer explaining the reasons why their child is walking home alone and the duration this will happen for. If more information is required, parents/carers will be invited into school to meet with a Designated Safeguarding Lead to discuss these arrangements. Pupils will not be handed over to other adults or under 18's unless the school has been informed in writing by the parent/carer that they have made this arrangement, or the other adult/U18 is able to provide the teacher with the pupil's unique password.

Pupils in Upper Key Stage Two (Y5 & Y6)

For pupils in Year 5 and Year 6, we believe that if children live within walking distance to school and are able to walk a safe route then parents/carers need to decide whether

their child is ready for the responsibility of walking to and from school alone.
If parents/carers wish for their child to walk home alone then they must provide school with consent. Pupils who have not go walking home permission will not be handed over to other adults or under 18's unless the school has been informed in writing by the parent/carer that they have made this arrangement, or the other adult/U18 is able to provide the teacher with the pupil's unique password.

Drop off and pick up procedures
Children should be dropped off and collected from their classroom entry and exit doors where a member of staff will be standing.

Drop Off Procedures
There will be members of staff with each class and the following points will be adhered to:

- Upon arrival, all children must place their belongings in the cloakroom and sit on the carpet or table ready to complete a morning activity.
- Under no circumstances must children exit the external classroom door to speak to their parents/carers. If they have a question or query for their parent/carer then they must speak to the adult in the room, who will make contact with the parent/carer.
- A member of staff will be standing at the door; this member of staff should remain at the door at ALL times.
- In the event of a parent needing to speak to the teacher they will be asked to remain outside the classroom until all the children have been safely welcomed into class or make an appointment via the school office.
- Parents/carers might be asked to visit the school office to share important information (medical/pick up etc) so that an accurate record can be taken by the office team.

Pick Up Procedures
There will be members of staff with each class and the following points will be adhered to:

- All children are to be seated on the floor with their coats and bags ready for home time (EYFS), sat at their tables or carpet (KS1), lined up at the door (KS2).
- A member of staff will be standing at the door; this member of staff should remain at the door at **ALL** times.
- EYFS/KS1 - Another member of staff will be sitting with the children giving full supervision.
- EYFS/KS1 - All children must remain seated until they hear their name being called by the designated person at the door.
- In the event of a parent/carer needing to speak to the teacher, they will be asked to remain outside the classroom until all the children have been safely sent home.
- Should a person not known to staff, without the child's password or with no prior instruction from main parents/carers arrive to pick up a child, that person will have to wait until all other children have gone home, when a member of the office staff will then be available to ring parents/carers to check. **Under no circumstances can staff release children with an unknown adult if prior consent has not been given by the child's main parent/carer.**

We strongly encourage that if parents/carers require a different person to collect their child, that they inform the school office as soon as possible and that said person be given the recorded password.

Staffing in School

In the event of a staff absence that affects the usual home time routine, a briefing will take place in the morning at which measures will be put into place for those staff members to be replaced. Where it is not possible to do this with members of staff that regularly work in that class, a member of SLT will be informed so that another member of staff in school can be arranged to cover/support.

Pupils Arriving Late or Being Picked Up Late

Pupils arriving after the designated start time (after 8:50) must be brought to the school office. Here, they will need to sign in using the school's *Entry Sign* system. The system will prompt for the child's name, class, the name of the adult dropping them off, and the reason for their late arrival.

Parents/carers should, where possible, inform the school office if they anticipate being late. Pupils not collected at the classroom door by 15:30 will be brought to the school office by a member of staff. The school office will then attempt to make contact with the child's key contacts. Parents/carers must then collect their child from the front office.

If a pupil is not collected by 15:45, a Designated Safeguarding Lead will be informed and further investigation may take place if necessary. Regular late pickups or a recurring pattern of late collection will result in a formal meeting between parents/carers and a member of the Senior Leadership Team.

Pupils Being Picked Up for Appointments

If pupils have an appointment during the school day, parents/carers must inform the school office in advance and provide evidence of the appointment. When collecting their child, parents/carers must sign them out using the *Entry Sign* System at the school office.

Password Records

Passwords are used when a pupil is being collected by a different or unfamiliar adult/U18. These passwords are collected when pupils first start at The Redeemer and are kept on file, accessible to all Designated Safeguarding Leads (DSLs). If an unfamiliar adult/U18 arrives to collect a child, the Class Teacher will ask for the child's password and verify it with the school office or a DSL. Where possible, parents/carers should provide advance notice if a different adult/U18 will be collecting their child.

Walking Home Lists

Pupils in Year 5 and Year 6 with permission will be allowed to walk home without an adult collecting them. Consent for this must be provided through School Gateway. At the start of each academic year, the school office will collect this information from parents/carers of pupils in Year 5 and 6. For parents/carers wishing to give permission for their child in Year 3 or 4 to walk home, written consent must be submitted to the Headteacher. This request will be carefully considered and a decision will be made by the Headteacher. All relevant information will be saved on SIMS and CPOMs