



*Learning through hard work, friendship and fun.*

# **Mill Lane Primary School**

## **Collecting Children from School Policy**

**Adopted : July 2018**

**Review Date : July 2021**

All children must be collected from school at 3.30pm at the end of the school day. Parents must ring the school office if they are running late. If we are not informed and we still have a child at 4.00pm we will contact either social care or the police.

Children attending after school clubs should be collected on time at the end of the club – the school office will be closed so we cannot take calls if people are late.

Children in reception, year 1 and year 2 will be handed directly to a known adult; if a different adult is to collect your child it is best if you introduce them to us at school or, at the very least, ring us with their full name. At Mill Lane we will only hand a child over to someone aged 16 or older.

Children will not be handed over to an adult who appears to be intoxicated or incapable – the police will be called.

Children in years 3, 4, 5 and 6 will be released from school by themselves. It is parents' responsibility to decide with their child how they get home.

All children are told many times that if they are expecting to be met and no one is there they must come back into school.

Children in nursery must be collected by a known adult at 12 noon.

Any child needing to be collected early from school will be "signed out" at the school office and it is expected that this will be rare and for valid reasons eg dentist, doctor or an emergency.

Any arrangements that fall outside the above would need to be agreed with the head teacher in advance of them being implemented.