



Learning through hard work, friendship and fun.

Mill Lane Primary School

Collecting Children from

School Policy

Adopted :Sept 2025

Review Date : June 2028

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 who are not collected on time will not be permitted to attend after school clubs.

Children in reception, year 1 and year 2 will be handed directly to an adult known to school staff. If the adult in charge does not know the adult collecting your child, they may ask another member of staff to identify them.

If a different adult is to collect your child it is best if you introduce them to us at school or, if you are unable to do this, we will ask you to share with us a password that the adult will use when they collect your child. The adult will be asked to report to reception and give the password after which, the child will be handed over to that adult.

At Mill Lane we will only hand a child over to someone aged 16 or older.

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.

Children will not be handed over to an adult who appears to be intoxicated or incapable – all other contacts will be called and then, if we cannot contact anyone, the police will be called.

All children are told that if they are expecting to be met and no one is there they must come back into school – we ask parents to reinforce this message.

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.