

ST WINEFRIDE'S CATHOLIC PRIMARY SCHOOL

Guidance for collecting children

School and parents/carers have a legal responsibility to ensure that arrangements are in place to ensure that children are collected promptly and get home safely at the appropriate time. School recognises that at 3.15pm only parents/carers may request that children in Y5 or Y6 may walk home on their own.

Parents/Carers should:

- inform school of any change in the arrangements for collecting children
- inform school if they are going to be late
- ensure that their child is collected promptly
- ensure that the person collecting their child is a responsible person who is over 16 years of age.
- arrange for a suitable person to collect their child from school after any school club.
- provide legal documentation to show if any adults do not have permission to collect a Child

School will;

- inform parents/carers if clubs are not running in writing whenever possible
- monitor the children leaving at the end of a school
- contact parents/emergency contacts if no one has turned up to collect a child
- call the police or social care if they are unable to contact someone
- supervise children on the rare occasion when a child is not collected due to an emergency arising (at the discretion of the school and by prior arrangement)
- involve the attendance improvement officer for individual cases causing concern.
- refer repeated cases to the EIT team

Medical/Dental appointments

If these are during the school day the parent must report to the school office at the agreed time and a member of staff will collect the child from class. After the appointment the parent must return the child straight to school and sign them in at the main office. School can only prevent children from leaving with an adult who is a parent if they have written legal evidence that the person does not have parental responsibility or have seen written evidence of a current restraining order.



SureStart

