



Malmesbury

Primary & Nursery School

Malmesbury Primary School

Drop off and collection from school policy

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Committee responsible	Standards
Date ratified by Governors	April 2026
Date for review	April 2027
Signed (Chair of Governors)	
Signed (Headteacher)	

MALMESBURY PRIMARY SCHOOL

Drop off and collection from school policy.

General Arrangements

- All children should be dropped and collected from their year groups allocated gate/playground. Details can be found on the 'School Day' page of our website.
- Before school, gates do not open until 8:35am and close at 8.45am. Children should therefore not arrive before 8:30am unless attending the school's Breakfast Club or an extra-curricular sports club.
- School ends at 3:15pm. Children who are being collected or who have permission to go home alone, should leave the school grounds asap unless attending an extra-curricular after school club.
- It is the responsibility of the adult running any extra-curricular clubs to ensure that agreed pick up arrangements are followed.
- In an emergency/unplanned situation, two members of staff may take a child home to their parent or legal guardian – the DSL must be informed first either verbally or in writing.

Late Collection Arrangements

- Children who are not collected will be taken to the school office and their parents contacted by phone.
- If parents are unavailable, their emergency contact can be called.
- If a child is not collected by 5pm and there has been no contact with parents, Children and Social Care will be contacted.
- Records of persistent lateness can or will be shared (if necessary) with the Educational Welfare Officer.

Non-Parents Collecting Children

- Written or verbal permission must be given for child to be collected by an adult who is not their parent or carer.
- Children can only be collected by an older sibling with permission from parents (see Appendix B)
- If there are any concerns/doubts about the identity of the individual collecting the child parents should be contacted by phone for verification.
- If concerns/doubts persist a member of SLT or the DSL should be consulted.

Children travelling to and from school independently

- There are no laws around age or distance of walking to school. A families' guide to the law states:

"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school."

- Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. However, as a school we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

Pupils in Foundation Stage or KS1

Our agreed school policy is that **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. In addition, pupils will not be handed over to other adults or siblings unless the school has been informed by the parent that they have made this arrangement. We also ask that you keep us informed of any changes in arrangements, preferably in writing. If no one turns up to collect a child in these year groups they will be kept in school and parents contacted. Children will only be permitted to go home with an older sibling if school has written permission (permission may be given over the phone in emergencies). See appendix B.

Pupils in KS2 (Years 3,4,5 & 6)

There is no set age when children are ready to walk to school or home on their own. It very much depends upon their maturity and confidence. Therefore, as regards to pupils in KS2 we believe that parents need to decide whether their child is ready for this responsibility. We would still **highly recommend** that pupils in year 3 and 4 are still brought to and collected from school.

In deciding whether a child is ready to walk to school parents should assess any risks associated with the route and their child's confidence. Parents should work with their children to build up their independence while walking to school through route finding, road safety skills and general awareness.

When deciding whether their child is ready for this responsibility parents might want to consider the following:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they didn't want to do (scream, shout, kick, fight)?
7. Would they know what to do if they needed help?
8. Would they know who best to approach to get help?
9. Do they know the phone number and address of their parent/carer in case of an emergency?

If parents are not confident about how their child would react to any of the above, then they should seriously consider whether they should allow their child to walk on their own.

If parents decide that their child is ready for this responsibility then they must inform the school by letter or by completing the slip below (see appendix A). Their child will be prevented from walking home unless their permission has been given.

Children will also be responsible for their behaviour whilst on the school premises either before or after school. **Should their behaviour not be acceptable parents will be asked to accompany or collect them.**

Any permission for children to travel independently only applies to children leaving at the end of the school day. Any child leaving early (medical appt. etc.) must be collected by a responsible adult.

Drop off or pick up by older sibling

There is no minimum age set in law when a young person is allowed to remain in charge of another child. But it is an offence to leave a child alone if it places them at risk, and this can include in the care of an older sibling if the level of supervision is 'likely to cause unnecessary suffering or injury to health' (Children and Young Persons Act, 1933).

Parents/carers are therefore responsible for anything that should go wrong in their absence. If parents wish older siblings to drop off / collect younger children they must request this in writing (see Appendix B) in order for the school to assess the situation. If the school has any concern that older siblings are not competent to take younger siblings to and from school or there are concerns about any child's safety or welfare due to these arrangements, this will be raised with the parent (ideally in advance of collection) and if alternative arrangements are not made; a safeguarding referral will be made to Children's Services where necessary.

IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE PLEASE ENSURE YOU LET US KNOW IN WRITING IMMEDIATELY.

Any comments or suggestions from parents or carers on possible improvements to the Drop Off and Collection Policy can be emailed to the Headteacher at

school@malmesbury.merton.sch.uk

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Appendix A

Malmesbury Primary School

Permission for pupils to walk to and from school independently

Person with parental responsibility to complete and return this reply slip to school.

Name of child:

Year:

I wish to inform you that my child will be walking to/from school independently on regular basis.

I will notify you immediately should this arrangement change.

I have read and understood the guidelines, systems and reasonable precautions set out in the 'Drop off and collection from school policy' on the school website.

Signed..... Date: (d/m/y)

(Name print)

Appendix B

Malmesbury Primary School

Permission for my child to be accompanied by an older sibling, friend or relative to and from school.

I confirm that if the older friend or relative is under 16 years of age I have agreed the arrangement with their responsible adult.

Person with parental responsibility to complete and return this reply slip to school.

Name of child being collected:.....Year:.....

Name of older sibling, friend or relative collecting:.....Age:.....

I will notify you immediately should this arrangement change.

I have read and understood the guidelines, systems and reasonable precautions set out in the 'Drop off and collection from school policy' on the school website.

Signed..... Date: (d/m/y)

(Name print)