



Pupil Arrival, Departure and Late Collection Policy

Last reviewed on: September 2025

Next review due by: September 2027

Moat Farm Infant and Nursery School

Statement of Intent

Introduction

Moat Farm Infant School believes it is essential to ensure all our children arrive and leave school safely. The routines for arriving and departing from school are organised in such a way that they provide a smooth transition between home and school. The opportunity to build secure, respectful and reciprocal relationships between school and families is promoted during this time, as staff have the opportunity to engage in short conversations with families and support each child's well-being. To ensure the health and safety of our children, our policy is strictly adhered to so only authorised adults can collect children at any time throughout the day. The daily registers are not only a legal requirement to document children's attendance, they are also used as a record of the children on the premises should an emergency evacuation be required.

We appreciate that, for many families, arrangements need to be flexible and it may be that a number of people care for your child before and after school. For this reason, we have set out clear procedures which all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils.

The aim of this policy is to:

- Keep pupils safe.
- Ensure all staff members are aware of the correct procedures for the beginning and end of the school day.
- Make parents aware of the procedures regarding the arrival and collection of children.
- Highlight the importance of parent-school communication.

Arrival Procedures

Parents and/or authorised adults such as childminders, grandparents, siblings over 16 years of age, should accompany children onto the school playground and wait outside their classroom door. Children are under the supervision of the person dropping the child off to school.

*If a sibling younger than 16 years is to bring a child to our school then this has to be put in writing and agreed with the Head Teacher first.

School staff will open the classroom doors promptly at the correct time to greet parents and children. This is important for young children to be handed over to their familiar adults in school and to be able to say goodbye to families at their classroom door. Children should have their belongings which they need for school with them and be ready for a swift handover to the staff on the door.

Children in EYFS have a labelled coat peg to keep their coat on and children in Key Stage 1 have an individual locker to keep their belongings in. Staff will support children to learn the expectations for the beginning of the day when in the first few weeks of term.

We have a staggered start time for children in Reception and Key Stage 1 to support families who have multi class drop offs to do.

Start times are dependent on year group:

- Nursery (dependent on session) - Morning session 8.30am, Full Time 8.45am, Afternoon 12pm
- Reception – staggered arrival 8.30-8.50am
- Key Stage 1 – staggered arrival 8.30-8.50am

Late arrivals

Children are expected to arrive to school on time every day. We actively discourage lateness and the school's first step is to speak to the parent or guardian of the child bringing them to school. Any child's lateness will be recorded on the school's register with a reason for the lateness. The register is completed at **8.50am**, which is the beginning of the first lesson in school.

The school gates are locked promptly at **8.50am** by the Senior Leadership Team and/or Site Manager. Children who arrive after 8.50am need to be taken to the school office to be signed in and have their lunch order confirmed.

Lateness is detrimental to a child's positive start to the school day. It often means they have missed the morning greeting with their class, and it also is embarrassing for them as they walk into the classroom once lessons have started. This can reduce your child's self-esteem and self-confidence in school.

Lateness will be monitored in the same way as attendance. If lateness still persists then the parents will be invited to discuss this with the Attendance team, and may result in a meeting in school if there is no improvement in punctuality.

Collection Procedures

Parents or authorised adults will promptly collect pupils at the end of the school day from their classroom door. The school gates are unlocked by a member of the Site Team at 2.50pm to allow entry onto the school grounds.

Parents, authorised adults or siblings over 16 years of age, should wait outside their child's classroom door for the children to be released from their class. The staff will release the children one at a time to parents in the playground.

School staff will supervise the children until all children have been collected. Parents will also set a password for use in emergencies or when children need to be collected during the school day.

Finish times are dependent on year group:

- Nursery (dependent on session) - Morning session 11.30am, Full Time 3pm, Afternoon 3pm
- Reception – finish time 3.10pm
- Key Stage 1 – finish time 3.10pm

Staff members will not release a pupil if it is felt that the parents are not in a fit state to ensure the pupil's safety or if the pupil shows signs of distress or anxiety. This will be immediately be reported to the Designated Safeguarding Lead in school.

In an emergency, two members of staff may take a child home. In this case the Designated Safeguarding Lead will be informed first and it will be discussed and agreed beforehand with the parent.

Late Collection Procedures

Parents should notify school by 2.45pm if they are running late to collect their child at the end of the school day. This way a message can be passed onto the class teacher.

Moat Farm Infant and Nursery school allow for a 10-minute window for late collections. If a child has not been collected 10 minutes after the end of their specified collection time, the teacher will take them to the school office, where a member of the office staff will try to contact the child's parents by telephone. Two members of school staff will be present with the child until they are collected.

If parents are uncontactable then the next emergency contacts will be called. School will continue to try and contact the child's parents. Children will be supervised, ensuring appropriate staffing ratios are met. Where appropriate, a staff member will sensitively ask the child whether they are aware of any reason that could account for their parent or authorised adult for being late.

A record of late collections will be kept by school. Concerns regarding a child's safety and welfare associated with late collection will be dealt with in accordance with the school's child protection policy. If your child has more than two late collections (after 3.20pm) then a meeting will be arranged with the Deputy Head Teacher and the Safeguarding Lead to discuss how we can prevent a reoccurrence of late collections.

In the event that contact cannot be made with anyone, then the procedure for non-collection of children will be followed.

Authorised Adults to Collect

Parents are expected to complete a Collection Form annually, to authorise adults who may collect their children from school. This gives school the written permission required to release your child to a non-parent at the end of the school day. In emergencies, if someone else is to collect your child from school who is NOT on the collection list, you should either notify the class teacher in the morning or telephone the school office

during the day to let us know. Where possible, other adults should be introduced to the class teacher in advance of the first collection.

- If a member of staff is unsure of the identity of adult, they may ask who they are and check the collection sheet.
- If the person is not on the collection sheet, a phone call will be made to the parents to seek further clarification/guidance.
- Children will only be released from school to authorised adults or siblings who are over the age of 16 years.

*If a sibling younger than 16 years is to collect a child from our school then this has to be put in writing and agreed with the Head Teacher first.

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school and this will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place. A copy of these should be given to school as soon as possible.

Early Collection Procedure

If you need to collect your child from school before their formal dismissal time, parents/carers must provide prior notification to school, by telephoning or telling the class teacher at the beginning of the school day.

Adults collecting should report to the school office to collect and sign the child out on the inventory system, giving the reason for the early collection. A member of staff will then collect the child from their class and hand over to the parent.

Although we would prefer children to have routine appointments outside of school hours, we appreciate that sometimes this is not possible. In such cases, where a child has an appointment during the day and can return afterwards, they should return to school via the school office, and be signed back in again on the inventory system.

If the child is to be collected by someone than the parent, then the password should be given to the adult authorised to collect.

Non-Collection Procedure

If school cannot get hold of parents or any emergency contacts, no message has been received and no one has arrived to collect the child within an hour since the end of the school day (4.10pm) then the school will initiate their child protection procedures. A member of staff will stay with the child until the situation has been resolved. At this stage children's social care and the police will be contacted. This may result in your child being taken into their care. This procedure is in place to safeguard children at the end of the school day.

If your child is attending an after school club, school will wait for 10 mins before making contact with parents and /or emergency contacts. If no contact has been made by 4.30pm then school will initiate their child protections procedures for non-collection.