

Policy for Drop-off and Collections

1	Drop-off and Collections	p.2
2	Who can pick up and drop off my child?	p.2
	Criteria for the person designated to pick-up a child (if not PG1, PG2 or other registered person on our MIS)	
3		p.2
4	After school club collection procedure	p.3
	Late collection procedure at the end of the school day	
5		p.3
6	Recurrence of late collection	p.3
7	Non-collection procedure	p.3
8	Independent traveller status	p.4
9	Appendices	p.5

Staff Responsibility:	Rachel Gillingham
Review Period:	Bi-annual
Status:	Non-statutory
Reviewed:	Summer 2026
Next Review Date:	Summer 2028
Governor Signature	

Drop-off and Collections:

Children in Years 1-6 will enter and exit the school using the Upper Playground

- Children are welcome on the school site from 8.30am when all three gates are unlocked/open (the upper playground gate; office gates including leading into the upper playground).
- Parents/Carers are expected to stay on the playground and supervise their child(ren) remaining behind the yellow line, furthest from the gate until the school bell rings marking the start of the day.
- The school's responsibility for children on the premises starts from 8.50am - unless your child(ren) attends breakfast club or any other extra-curricular club then this responsibility will start when the wraparound care starts.
- Children in year 5 and 6 who have independent traveler status are welcome to arrive and stay on the playground independently from 8:30am. Scooters and bikes can be brought onto the playground but must not be ridden. Children's bikes or scooters can be stored, under the arches, by the main gate (gate B) until the end of the day. The school will not accept liability for any damage or stolen items.
- Dogs can be brought onto the playground but must be carried or tied up outside of the school grounds.

Who can pick up and drop off my child?

- Parents/carers are responsible for ensuring their child is dropped off and collected by a designated person. This does not apply to children in year 5 or 6 who are independent travellers and have notified the school of their independent traveller status by completing an online Independent Traveller Form (available on our website here).
- Parents/carers in Rec-Y4 and non-independent travellers in Y5&6 must inform the office by email of the person(s) responsible for picking up their child if there is any change to their regular arrangement OR when your child is being picked up by another child's parent/carer (for example, for a play date)
- The office must be informed by 2:45pm. When emailing, please include the child's full name, year group and class, the name of the person picking up and the reason/change in arrangement (e.g. play date).
- Children will not be allowed to leave the school premises at the end of the day if their designated person is not there to collect them; or the office have not received any notification of a change in arrangements, this includes pupils with non-independent traveller status.

Criteria for the person designated to pick-up a child (if not PG1, PG2 or other registered person on our MIS)

- Designated person to collect a child from school must be in year 11 or above.
- If a parent/carer would like to designate a pupil in year 7 to year 10 to collect their children then a permission form must be completed and given to the headteacher for consideration. (See appendix 1) The headteacher will require two weeks from receiving

the form to decide. The headteacher may request an in person or virtual meeting to make their decision.

- Children in year 6 or below will not be given permission to collect a child.

Criteria for the person designated to drop-off a child:

- Drop off can only be done by year 11 children or older and they must be able to stay until 8.50am.

After-school club collection procedure

Parents and carers will follow the normal collection procedure when picking up children from after-school clubs. For all school run clubs and Tetherdown After School Club, see terms and conditions for being late. Independent travellers can leave any end of day clubs at 4.30pm as independent travellers.

Late collection procedure at the end of the school day

Parents/carers must notify the school office by email at the first possible opportunity or before 2.45pm if they believe they will be late to collect their child. Collection information should be provided by email as this ensures receipt and accuracy of pick-up information (or something like this!). If this is not possible then a telephone call can also be made however on very busy occasions (e.g. at the end of the school day) the office may not be available to pick-up your call straight away and sometimes the office is not 'manned' (e.g. if dealing with a medical emergency).

The child will wait with their class teacher for 15minutes and if not collected in that time, the teacher will check with the office for any messages. If no message has been sent to the office, the first contact on our MIS will be rung. A familiar adult will stay with their child until the designated person arrives. If the child's parents/carers cannot be reached, emergency contacts will be contacted, and the school will continue to try and contact the parents/carers.

Recurrence of late collection

The length and frequency of late collections are monitored by the school. The school will keep a record of incidents where parents/carers pick up after 3.50pm for reception, year 1 and year 2 or 4pm for year 3-6. Concerns regarding a child's safety and welfare associated with late collection will be dealt with in accordance with the school's Child Protection and Safeguarding Policy.

Non-collection procedure

In the event of a non-collection, a detailed record of the action taken, and the calls made, will be kept. Under no circumstances will staff members go and look for the parents/carers. A staff member will always supervise the child and reassure them. If no contact has been made with the child's parents/carers or emergency contacts, and no one has arrived to collect the child within an hour since the original collection time (the end of the school day or at 4.30pm if it was pre-arranged for a child to attend a school club), the school's Child Protection and Safeguarding Policy will be followed. If appropriate, children's social care, and the police will be contacted. A

member of staff will stay with the child until children's social care arrives. Once the situation has been resolved, the reason the circumstances arose will be established and noted and steps to avoid recurrence will be taken by the school with parents/carers.

Independent Traveler Status (see Appendix 2)

The headteacher will only grant permission to children in Years 5 or 6. The school's policy is that no child in year 4 or below is able to travel to and from school alone.

If parents/carers wish for their child to travel to and from school alone, they will be required to submit a request form to the office. Forms can be submitted at the beginning and throughout the academic year. Forms can be accessed from the school website.

Parents/carers will ensure they have read this policy before requesting permission for their child to have independent traveller status. Permission will be granted from the day of completion of the form and not before.

Permission will only be granted where the parents/carers and headteacher are satisfied that the child:

- Can be trusted to walk straight home or to school.
- Will adhere to the route that their parent has identified.
- Can be trusted to behave sensibly.
- Is aware of road safety.
- Can represent the school positively
- Is aware of the protocols to follow if a stranger approach them or asks them to do something they do not want to.
- Would know how and where to ask for help.
- Lives less than a 20-minute walk away from the school
- No public transportation is needed to travel home

If the headteacher feels the safety and welfare of a child is at risk at any point after granting permission, they reserve the right to withdraw their permission for the child to travel alone to and from school. If the headteacher feels a child's behaviour does not reflect well on the school, they reserve the right to withdraw their permission for the child to travel alone to and from school.

If a child is granted Independent Traveller status and is consistently arriving late (after 8:50) then the school will have the right to review this status with the child and family.

The permission to travel independently does not grant year 5 or 6 siblings the authority to bring or collect younger siblings into school. Children in Y4 or below must still be brought in and collected by a designated person.

Independent travel status does not apply during the day and children must be escorted to and from the school. Children who are unaccompanied outside of the school grounds without a designated person during school time are deemed truant by the police.

Parents/carers may withdraw their consent at any point during the academic year. To do so, parents/carers complete a new form on the school website.

The school can only grant independent traveller status consistently. Independent traveller status cannot be granted for only some days or part of the week.

A register of all children's independent traveller status will be maintained by the school. This will be updated whenever permission is granted or withdrawn and will be held in the school office and in classrooms.

Appendices

Appendix 1

Nomination Form – Permission for a Y7 to Y11 pupil to collect my child

If a pupil is in year 7 to 10 and the parents wish for them to be approved for collecting a Tetherdown child(ren), they must complete this form and receive permission from the headteacher. The headteacher will take up to two weeks to decide upon receiving this form. A meeting, either face-to-face or online, may be required by the headteacher to finalise this decision.

Tetherdown Child(ren)'s name:

Tetherdown Child(ren)'s year and class:

Designated person's name:

Designated Person's Year group:

Designated Person's School attending:

What time the designated person finishes at their school:

What relationship is the designated person to the child?

How long is the journey home?

Does the journey include transport?

Do you trust the designated person and child to walk straight home?

Do you trust the designated person and child to behave sensibly when with a friend?

Are the designated person and child road safety aware?

Would they know what to do if a stranger approaches them?

Would they have the confidence to refuse to do what a stranger asked?

Would they know the best action to take if a stranger tried to make them do something they did not want to do (scream, shout, kick, or fight)?

Would they know what to do if they needed help?

Would they know who best to approach to get help?

Do they know alternative routes if there is disruption to their regular route home?

Do they know to stay with the child(ren) in their care?

Parent name:

I give permission for (designated person)_____ to pick my Tetherdown child(ren)
(name)_____ after school.

Appendix 2

Parents/carers - Independent Traveller Status year 5 and 6, 2023-2024

To complete the form, please go to our website in the following location: Parents/ Parent Organisation/ School forms/Independent Travellers Online Form

Or use the link here and click on Independent Travellers Online Form: [Tetherdown School - School Forms & Supplier Links](#)

Here is the outline of the form from Spring '24. All subsequent edits and amendments made on the electronic form, will not be reflected here.

In support of the drop off and pick up timetable please ensure your child can arrive at school on time. If your child is not attending Parents or carers must inform the school in advance with confirmation of any appointment sent in or before 8:50am for unplanned reasons (e.g. sickness).

As parent/carer of my child, I have read and agree that:

1. My child will not have independent traveller status if this form is not completed and submitted.
2. The school cannot accommodate different requests for different days – if you give your child permission to travel independently this applies to the whole week - Monday to Friday. Changes on ad hoc days must be communicated to the office on each occasion when applicable.
3. The permission to travel independently only applies before school and at the end of the day (at 4:30pm), not during the school day.
4. The permission to travel independently does not grant year 5 or 6 siblings the authority to bring or collect younger siblings into school. Children in year 4 or below must still be brought in and collected by a designated adult.
5. If a child is granted Independent Traveller status before school and is consistently arriving late (after 8:50) then the school will have the right to review this status with you.
6. If your child fails to attend school, and the school office have not been contacted by 8:50am, the school will make every attempt to contact you to confirm your child's whereabouts. If the school is unable to contact a designated adult, the school will initiate their missing child procedures which may involve contacting the Police.
7. My child does not arrive at school unaccompanied before 8.30am.
8. I will contact the school office by telephone (not email) by 8:50am if my child is not attending school and provide a reason for their non-attendance.
9. The day you complete this form is the date your responses apply from. Please do not select a future date on this form.
10. My child can be trusted to walk straight home or to school.
11. My child will adhere to the route that their parent has identified.
12. My child can be trusted to behave sensibly.
13. Is aware of road safety.
14. Can represent the school positively.
15. Is aware of the protocols to follow if a stranger approach them or asks them to do something they do not want to.
16. Would know how and where to ask for help.
17. My child is travelling less than a 20 minute walk to travel home.

18. No public transportation is needed to travel home.
19. If my child is not attending a club, I will email the office team by 2.45pm on the day.

Parent/Carer:

Enter child's name:

Select year and class

Select the morning arrangement for your child below.

I DO give my child permission to come into school independently in the morning.

I DO NOT give my child permission to come into school independently in the morning.

End of Day Arrangements (applicable throughout the week: Monday-Friday)

SCHOOL

-Independent travellers can leave after school club at 4.30pm as independent travellers. Any later, they must be picked up by a designated adult.

- if your child attends an extended day activity which is cancelled, the SCHOOL or CLUB PROVIDER will endeavour to notify you in advance of the cancellation if time permits. If we are unable to notify you in time (e.g. due to last minute cancellation) independent travellers will be released as usual.

PARENTS OR CARERS

****For independent traveller status at the end of the school day****

If you DO NOT wish your child to return home independently on any given day during the school week because you have changed the end of day arrangements for that day, you must EMAIL the school office and club provider to advise of, and confirm alternative end of day arrangements for that day BEFORE:

- 2:45pm on Monday to Friday

Any changes communicated after 2:45pm means we cannot guarantee that your message will be passed on in a timely manner.

****For NON-independent traveller status at the end of the school day****

If your child attends an extended day activity or after school club and the SCHOOL or CLUB PROVIDER have notified you that this club has been cancelled, contact the school office by email to confirm alternative pick-up arrangements before:

- 2:45pm on Monday to Friday

Select the end of day arrangement for your child below.

I DO give permission for my child to return home independently at the end of the school day (which includes at the end of any extended day club, after school club or cancelled clubs).

I DO NOT give permission for my child to return home independently at the end of the school day.

Parent Agreement:

I have read and understood the contents of this form and understand that if I have given permission for my child to have independent traveller status that I have a responsibility to ensure that the morning and end of day arrangements as outlined above are adhered to.

Enter Name

Enter Contact number

Enter Relationship to child (Father/ Mother)

Enter date

Appendix 3

Definitions:

Designated person: a child's parent or carer who is responsible for collecting and dropping off or an adult or child who has been given responsibility to collect or drop off a child by the child's parent or carer.