

Polesden Lacey Infant School



Collection of Pupils

Status	Non-Statutory
Review cycle	3 years
Date written / last review	September 2023
Date of review	September 2026

Signed Headteacher

Date

POLICY FOR COLLECTION OF PUPILS

The aim of this policy is:

1. To ensure the safety of pupils at the end of the school day
 2. To ensure parents understand the procedures if a child is not collected from school
- At the end of the afternoon pupils will wait in their own classroom until a parent/carer comes to collect them.
 - The parents of the child must write in the class book if another person is collecting their child.
 - Parents may nominate other people who may collect their child at the end of the school day without the above written permission by filling out a form that will be kept in the class file
 - Teachers will not allow children to leave with anyone other than their parent/carer unless the above procedures have been adhered to.
 - If pupils are not collected by 3.10pm a call will be made to the child's parents.
 - If parents cannot be contacted by 3.20pm a call will be made to emergency contacts (supplied to the school by the parent)
 - If it is not possible to contact any of the above-mentioned people, as a last resort the school will contact the Children's Single Point of Access (C-SPA) 0300 470 9100

It is essential that parents/carers ensure that all contact numbers are up to date and that emergency contacts know that they have been nominated as a contact.