



St. Catherine's
RC Primary School

School Collections Policy

Name and Designation of Policy Author(s)	Jessica Quiligotti, Headteacher		Is this a Statutory Document
			No
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Version History:

Date	Ver	Author Name and Designation	Summary of Main Changes
	1	Jessica Quiligotti, Headteacher	New policy

Mission Statement

Our school community is rooted in the Gospel and the vision of St. Catherine of Siena.

This inspires each of us *'To be who God wants us to be and so set the world on fire.'*

- We are called to love one another as we seek to be the best in all that we learn and do.
- We celebrate and nurture the gifts, talents and skills of everyone.
- We commit ourselves to grow together in faith, love and service.

Statement of intent

St. Catherine's R.C. Primary School believes that safety is paramount when children are leaving school and this policy is intended to make clear our expectations of pupils being collected from school safely.

Unless we are informed otherwise, we will assume that pupils are collected by someone with parental responsibility.

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 Early Years Foundation Stage or KS1 (Nursery, Reception, Year 1 and 2)

Parents and carers will collect children from the EYFS area, either Nursery or Reception classes, where a member of staff will ensure each child leaves with an identified adult.

In Year 1, parents and carers will collect children from their classrooms, where a member of staff will ensure each child leaves with an identified adult.

In Year 2, children will line up on the playground with a member of school staff, who will ensure each child leaves with an identified adult.

Where parents or carers arrive after 3pm (Nursery) and 3.10pm (Reception and KS1), children will be escorted to the school office to call parents.

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, we will only hand over pupils to named adults or older siblings provided they are 16 years old or above.

Pupils will not be handed over to other adults 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 by letter. If no one turns up to collect a child in these year groups, they will be kept in school and parents contacted. We will not allow older brothers or sisters in school to collect younger siblings.

Password use in Early Years:

In instances where you cannot collect your child from school, we ask that you contact school to inform a member of staff that a different adult than usual will be collecting your child.

We have a password system in place to be used on these occasions. Every parent/ carer will be asked to choose a password which will be shared with your child's class teacher and used when a different adult is collecting your child from school. This is set up when your child starts school with us.

If a person collecting your child is unknown to staff and does not have the password, they will not be allowed to leave school.

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 pupils in KS2, we believe that parents need to decide whether your child is ready for this responsibility.

We would still highly recommend that pupils in Year 3 and 4 at least are still brought to and collected from school.

Children in KS2 line up on the playground with a member of school staff, who will ensure each child leaves with an identified adult, unless they have written permission to walk home.

Is my child ready to walk to and from school alone?

Things to consider:

In deciding whether your child is ready to walk to school, you should assess any risks associated with the route and your child's confidence.

Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness.

There are lots of ways you can prepare your child to make an independent journey.

Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently.

Walking to school is a great opportunity to learn road safety skills.

The best way to do this is to walk with your children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills.

This helps them gain the experience and confidence to deal with traffic and way finding on their own, in preparation for walking with friends or alone when they are older.

When considering whether you will allow your child to walk home alone you should consider the following:

Is your child able to:

- Pay attention to traffic at all times when crossing the street, never becoming distracted.
- Always cross at the intersection where there are traffic lights; do not cross in the middle of the road.
- Alternatively cross in a place where you can see clearly in all directions. Avoid parked cars or bends in the road. Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.
- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour). If that person tries to convince them to go with them or tries to physically get close to them, then scream, "Help! This is not my dad!" or "Help! This is not my mum!" and run away. If they grab them, tell your child to kick, punch, and hit as hard as they can.

When deciding whether your child is ready for this responsibility, you 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?

If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own.

Informing school

If you decide that your child is ready for this responsibility, you must inform the school by letter.

Our school recommendation is that walking home from school should only be considered for children in Year 5 and 6.

Your child will be prevented from walking home unless this permission has been given in writing.

A child is not able to be collected by a sibling younger than 16 years old unless they have permission to walk home from school.

If at any time you need to change arrangements you have made, please ensure you let us know in writing immediately and send via the school office.