

Stoughton Infant and Nursery School

Northmead Junior School



Collection and Walking Home Policy

Date Reviewed: 06/2025

Reviewed By: LGB

Next Review Due: 06/2027

Review Cycle: 2 Years

Collection and Walking Home Policy

This policy outlines the procedures for the safe and orderly dismissal of pupils at the end of the school day and during extra-curricular activities.

At Stoughton and Northmead Schools, we recognise that walking to and from school can be a valuable opportunity for children to develop independence, confidence, and essential road safety skills. However, we also acknowledge that this responsibility must be approached with care and consideration.

Collection Procedures

- **Nursery, Reception Years 1 and 2:** Staff will only release children at the door when an authorised adult is seen.
- **Years 3 & 4:** Staff will bring children to the playground and will only release children at the door when an authorised adult is seen.
- **Year 5 & 6:** Staff will bring children to the playground and will only release children when an authorised adult is seen, unless if parents have provided consent to the school that their child is allowed to walk home independently (see information later in this policy). Children being collected need to be collected from the playground and **not** the top of the school drive.
- **KS1 children** will only be released to someone over 16 years of age and who their parents have provided permission for them to collect.
- **KS2 children** may be released to a sibling of secondary school age who parents have informed the school that they will be collecting.

Late Collection

- If parents are likely to be late for collection time, they must notify the school office.
- At 3:15 PM, Teaching Assistants finish work and teachers have other commitments (e.g. meetings, clubs, training).
- Teachers are not available to supervise children after this time.
- If a child is not collected at home time your child will be asked to sit at the office (Northmead) or their classroom (Stoughton) to wait and parents will be contacted.
- If a child is attending an extra-curricular activity, they must be collected promptly following the club.
- If a child is not collected within 60 minutes and no contact can be made with parents or emergency contacts, the school will follow safeguarding procedures and notify the police and social services.

Responsibilities of Class Teachers

- Class Teachers are responsible for the orderly dismissal of pupils from their classrooms.
- Teachers must ensure that pupils' leaving arrangements are safe.
- Children will not be released to unknown persons, even if they're a relative under any circumstances.
- Teachers will not release a child if they believe the collecting authorised person is not in a fit state to ensure the child's safety. This will be reported immediately to the Designated Safeguarding Lead.

Parental Communication and Permissions

- Parents must inform the school on or before the day if there is a change to a child's usual collection arrangements. E.g if someone different is collecting at the end of the day.

Walking Home Alone

- Only children in Year 5 & 6 may walk home alone, and only with:
 - Written parental consent, and
 - School agreement that it is appropriate and safe

We believe that parents are best placed to decide whether their child is ready to walk to and from school independently. This decision should be based on a careful assessment of:

- The safety of the route to school
- The child's maturity, confidence, and awareness
- The child's ability to respond appropriately to unexpected situations

To support your child in becoming a safe and confident pedestrian, we encourage parents to:

- Walk the route with your child regularly, discussing safe crossing points and potential hazards
- Teach and reinforce road safety skills, including:
 - Paying attention to traffic at all times
 - Crossing only at safe points such as with the lollipop person, traffic lights or clear, visible areas
 - Avoiding crossing between parked cars or on bends
 - Looking both ways and listening before crossing
 - Watching for cyclists and being cautious of vehicles

Emphasise that drivers may not always see them, even if they can see the driver. Discuss the importance of caution when judging the speed of oncoming vehicles.

Children must also be taught how to stay safe around strangers. They should:

- Never go with someone who is not a designated safe adult
- Know how to respond if approached by a stranger:
 - Say “No,” run away, and seek help
 - Shout loudly for help if necessary (e.g., “Help! This is not my Mum/Dad!”)

Questions to Consider Before Allowing Independent Travel

Before granting your child permission to walk alone, consider the following:

1. Do you trust them to walk straight home without detours?
2. Will they behave sensibly if walking with a friend?
3. Are they aware of road safety rules and do they follow them?
4. Would they know what to do if approached by a stranger?
5. Would they have the confidence to refuse and seek help?
6. Would they know how to react if someone tried to make them do something unsafe?
7. Would they know who to approach for help if needed?

If you are unsure about how your child would respond in these situations, we strongly advise that they are not yet ready to walk alone.

Parental Consent Required

If you decide that your child is ready for this responsibility, you must:

- Provide written consent to the school by completing the designated permission on Bromcom.
- Understand that the school reserves the right to review and revoke this permission if concerns arise regarding the child’s safety or behaviour.