

Carrwood Primary School Collection Procedures & Home Alone Agreement



Date:	September 2025
Review Date:	September 2027
Signed by Chair of LGB:	<i>Paul Gibbs</i>

Pupils' safety is of the utmost importance to us. 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 Foundation Stage (Petals, Nursery & Reception)

Our school policy is that no pupil in Foundation Stage 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 **18 years old or over**.

Pupils will not be handed over to other adults unless they are on the authorised collection list, or school has been informed by the parent that they have made this arrangement. If the parent would like someone to collect their child who is not on the named collection list, they are asked to speak to the office to let them know the name of the person collecting. The parent should also provide the adult with the collection password which was set up at their admission meeting, as staff will ask for this at the door.

We also ask that you keep us informed of any changes in arrangements. If no one arrives to collect a child they will be kept in school and emergency contacts will be contacted in the preference order. We will not allow older brothers or sisters in school to collect younger siblings.

Pupils in Years 1, 2, 3 and Year 4

Children in KS1 should be brought to school by an adult each morning and we advise the same for pupils in year 3 & 4. 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. letter. If no one arrives to collect a child they will be kept in school and emergency contacts will be contacted in the preference order. We will not allow older brothers or sisters in school to collect younger siblings.

Pupils in Years 5 and 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 to pupils in Years 5 and 6, we believe that you as parents will know whether your child is ready for this responsibility.

In deciding whether your child is ready to walk to or from school alone, you should assess any risks associated with the route and your child's confidence. There are lots of ways you can prepare your child to make an independent journey - the advice below is taken from the NSPCC.

- Make sure they know their address and your telephone number by heart, in case they get lost or have to navigate home from somewhere new.
- If they have a mobile phone, remind them to fully charge it before leaving the house, and make sure they have all your contact numbers saved.
- Talk to them about road safety. They should always look both ways before crossing the street, and never be on their phone whilst crossing a road. Remind them to cross the road in a place where they can see clearly in all directions and avoid crossing near parked cars or bends in the road
- Further details can be found following this link: <https://www.nspcc.org.uk/keeping-children-safe/away-from-home/at-school/>

When deciding whether your child is ready for this responsibility you may also 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 know what to do if they needed help?

Should you decide you would like your Y5 or Y6 child to walk home alone, please complete the attached permission slip and return it to the school office. Without your written permission, your child will not be permitted to walk home alone. Should you wish to revoke home alone permission at any time please contact the school office. As a school we may choose to revoke permission based on behaviour choices.



Permission for Year 5 and 6 pupils to walk home from school unaccompanied

Name of child:

Class/Year:

I wish to inform you that my child will be walking home from school alone on a regular basis. I will notify you immediately should this arrangement change. I have read and understood the guidelines, systems and reasonable precautions set out in the above procedures.

Signed..... Date:

Parent / Carer Name.....