

Barford St. Peter's C.E. (V.A.) Primary School

Together we love; together we learn



Collections from School Policy

Date adopted: 5th November 2025

Review date: 4th November 2027

Safe Collection of Children

All staff at Barford St. Peter's have a duty of care to children and as such, will only dismiss children at the end of the school day to a parent or safe adult named on their child's record in the office.

If a parent wishes another adult in the family or a family friend to collect their child from school, they must notify the class teacher or school office of who will be collecting their child and the day/ date.

Staff members will not release children to an adult not on the child's safe list unless they have express permission from the parent to do so. If a family friend or family member come to school to collect a child and school staff have not received permission from the parent, a phone call will be made to the parent to seek permission before releasing their child.

Children under the age of 16 are not permitted to collect children from years 4 and below from school, even if they are an older sibling. However, they are able to collect a child from years 5 or 6 if they have permission from their parent to do so.

At Barford St. Peter's C.E. (V.A.) Primary School, children have the option to walk home from school in year 6 ONLY if parents have provided written permission for them to do so. To ensure children are safe, they will not be permitted to walk home in the dark or after school events, including discos, movie nights, or any other event which ends later than 3.15pm. All children should be collected by a named adult in these circumstances.

Parents must complete the form attached if they would like their child to walk home unaccompanied.

Appendix 1

Permission to Walk Home without a Parent or Carer

Child's name: _____

Date of birth: _____

Parent/ carer name:

I give permission for my child to walk home without a parent or carer at 3.15pm. I understand that my child is not permitted to walk home after school events.

Signed: _____

Date: _____