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Walking to and from school Policy (collection and drop off)

Sept 2025

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Luke 1:37 "For with God, nothing shall be impossible"

Collection of Children from school and the walking to and from school unaccompanied policy and protocol.

Please contact school if you have any questions regarding the information below.

Parents are legally obliged to ensure their children get to school and attend regularly.

The school offers a before and after school care club - Early Birds (morning) and Night Owls (after school) where we can accommodate wrap around provision for children (information is available on the school webpage or by contacting the school office).

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. A vital part of keeping children safe is ensuring that school knows who is responsible for dropping off and picking up a pupil.

We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

Please note the school is not responsible for a child's safety on his or her way home. As a school we do not support children arriving at school unaccompanied by a parent/ carer, nominated adult or young person (minimum age- Year 10 school year).

All Pupils

The main school gate opens after 8.30 am and the school day finishes at 3.15pm. It is the responsibility of parents to drop off and collect or have acceptable plans in place for their children each day at these times. We ask that parents/ guardians accompany the child to the adult in charge of the class each morning and now leave the child to make their own way to class. Y6 children who are able to behave appropriately are able to walk to school alone if the form (see end of policy) is completed. This will remain 'under review' for each child.

Throughout this policy and protocol, 'young person' refers to a young adult who is in Year 10 school year or older. If at any time an adult in school deems a young person or nominated adult to not be able to safely and adequately drop off and collect and take on responsibility for the pupil, the class teacher will speak to the parent/ carer. If this occurs at home time, the younger pupil will be signed into Night owls and a parent contacted and invoiced for the time their child spends there.

All adults and young people responsible for collecting children must be logged with the school office on the contact form (completed each September and updated as necessary throughout the school year).

We understand that unforeseen circumstances can occur. If the person who normally picks your child up is not doing so, then we ask parents to confirm this by telephoning the office on the day, informing us who will collect their child(ren).

If your child is going to a peer's house after school, please inform your child's class teacher or teaching assistant when you bring your child to school or alternatively ring the office.

If the parent/carers or alternative nominated adult / young person is going to be late to collect the pupil, they should let the school know as soon as possible. We will keep



children in school until their arrival. If the delay in collection is more than fifteen minutes the child(ren) will attend Night Owls which may incur a cost.

No adult, other than those named or those that school have been notified about, will be allowed to leave the school with a pupil. If someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately or call the emergency contacts provided if parents and carers cannot be reached so an authorised adult can come and collect the pupil. Identification or a password may be required when the person comes to collect the pupil. Any pupil not collected by 3.30pm will be signed into Night Owls and the parents contacted by the class teacher to inform them/explain how to collect. This will result in an invoice for payment for the wrap around care (fees listed in the 'Early Brid and Night Owls' information online).

A record of late collections will be kept.

In the event of a pupil not being collected

If nobody comes to collect the pupil or notifies school of an unforeseen circumstance, school will make every effort to contact the parents, carers or authorised person whose details have been supplied on the contact form. The children will be signed into wrap around care (Night Owls) and parents invoiced the standard fee. If no contact has been made by 4pm school will apply child protection procedures and contact children's social care.

The pupil will stay at school in the care of two members of staff – one of whom will be a member of Senior Leadership or DSL- if available. A written report of the incident will be made and if appropriate, this report can be shared with children's social care.

Collecting a pupil during the school day

If a pupil is to be collected during the school day, the school is to be notified on the same morning. On arrival to school to collect the child, the parent/carer or nominated adult will report to the main school reception. The child will then be brought, by staff, to the reception to leave the premises. This, along with the reason for leaving school early will be logged by staff and information stored in line with GDP regulations. It is not usual for a child to be collected during the day and school withhold the right to not allow this. When medical appointments can only be made during the school day it is our expectation that evidence of appointments is provided.

Children who arrive late must be brought into the office by the adult and not left at the gate or enter un accompanied

Pupils in Reception or Key Stage 1 (Years 1 & 2)

All children in EYFS and Key Stage 1 should be brought into school and directly handed over to the care of school staff.

To drop off and collect we ask that where a young person (usually a sibling) has this responsibility, they are named to the school office in advance of drop off/ collection.

Pupils in Key Stage Two (Years 3, 4, 5 & 6)

Knowing that children under the age of eight cannot judge the speed or distance of moving vehicles and that pupils under ten are unable to fully manage the wider risks of travelling alone, we ask all Year 3, 4 and 5 pupils to be brought to and collected from



school by an adult or sibling in year 10 or above on all occasions. Parents are legally obliged to ensure their children get to and from school safely and attend regularly. The school offers a before and after school care club - Early Birds (morning) and Night Owls (after school) where we can accommodate wrap around provision for children (information is available on the school webpage or by contacting the school office). 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. Please note the school is not responsible for a child's safety on his or her way home.

Year 6 pupils

When children reach Year 6, some parents like to give them more responsibility by allowing them to walk home alone or with a friend. While we as a school promote independence in our children, we are always mindful that safety and security should come first, particularly as the evenings start to get darker.

We advise parents/carers to think about whether your child is ready to walk to and/ or from school and consider the safety and distance of the route and your child's maturity and confidence. In deciding whether your child is ready to walk to school, you should assess any risks associated with the route, stranger danger, road safety including your child's awareness of the Green Cross Code and plan for what to do in an emergency or a school closure and have mechanisms in place to check their child that has safely presented themselves to a staff member and crossed the school gate threshold. It is also advised that children do not go home to an unsupervised dwelling.

If the parents of Year 6 pupils wish their children to walk home alone, the school must be informed of this in writing (please see the form below). If we have no consent for this, children must be picked up from school as normal.

As parents/ carers you have responsibility for your child's behaviour whilst on the school premises before or after the school day. Should their behaviour not be acceptable, you will be asked to make arrangements to accompany to or collect them from school.

Preparing children to walk to and from school.

We teach children about keeping themselves safe in PSHE and other curriculum areas. We ask parents/ carers to explain to their children about road safety and stranger danger.

When deciding whether your child is ready for this responsibility, please consider the following:

- Are they road safety aware? Do they know the safe places to cross? Do they know what to look out for when walking near school? (Other pedestrians and road users including cyclists.)
- Are you confident they will walk straight home?
- Are you confident they will behave sensibly when with a friend?
- Would they know what to do if a stranger approaches them?
- Would they have the confidence to refuse to do what a stranger asked?
- 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 or fight)?
- Would they know what to do in an emergency or if they needed help?
- Would they know who best to approach to get help? Some children walk to meet a parent away from school. Do they know what to do if the parent is not there? (Returning to school is usually the best option.)



Parents/carers of children who wish their children to walk home unescorted by an adult must follow these guidelines:

- Children must be in Year 6.
- It is the parents/carer's responsibility to check the route that their children walk to assess whether this is a safe route. Crossing of fast roads, walking through secluded areas are discouraged. Please agree a single route and share it with school.
- Parents/carers must be certain that children have an awareness and understanding of road safety and stranger danger. It is the parent/carer's responsibility to ensure they are happy that their child can take the proposed journey safely. Weather conditions and darkness during the winter months need to be considered.
- There should be an appropriate adult at home to meet the child on arrival.
- If a child does not arrive within the agreed timescale, parents/carers must immediately notify school so we can decide with you, the appropriate action to take which may include contacting the police.

If you and your child feel confident that they are ready to walk home or to an agreed meeting place, please inform school in writing using the form below. If you want to update the details at any point, please contact the school office.



Permission slip for pupils to walk to and from school unaccompanied.

A person with parental responsibility should complete and return this reply slip to school before a Year 6 pupil will be allowed to come to or walk home from school unaccompanied.

Name of Child:

Class: _____

I wish to inform you that my child will be walking to and / or from school unaccompanied (Please clarify).

I will notify you immediately should this arrangement change.

I have read and understood the guidelines, systems and reasonable precautions set out in the 'Collection of Children from school and the walking to and from school unaccompanied policy and protocol'.

Signed:

Print Name:

Date: _____

Relationship to named child:

Please provide details of the route, including street names, your child will take below:

