



OUR LADY AND ST HUBERT'S CATHOLIC PRIMARY SCHOOL

Arrival and Collection Policy

Version:	2.0
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Ratified by:	OLASH LGB
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Policy Review Date:	September 2026
Post Holder Responsible for Review:	Local Governing Board and Ms O'Beirne



Mission Statement

'At Our Lady and St Hubert's home, school and parish work together as we grow and learn that God is with us in all we do.'

Aims and Purpose

Our Lady and St Hubert's Catholic Primary School has the highest regard for the safety of the children in our care – from the moment that they arrive until the moment they depart at the end of the school day. The purpose of this policy is to ensure the safeguarding procedures for the arrival and collection of children are robust, communicated to parents and adhered to by all school staff.

School Arrival Policy

To ensure the safety of all pupils, children must be accompanied by an adult upon arrival at school. This means they must be brought to the designated entry point and handed over to their class teacher.

Children are to enter the school through their classroom doors, except for Key Stage 2 who enter via the playground doors at the side and back of the school building.

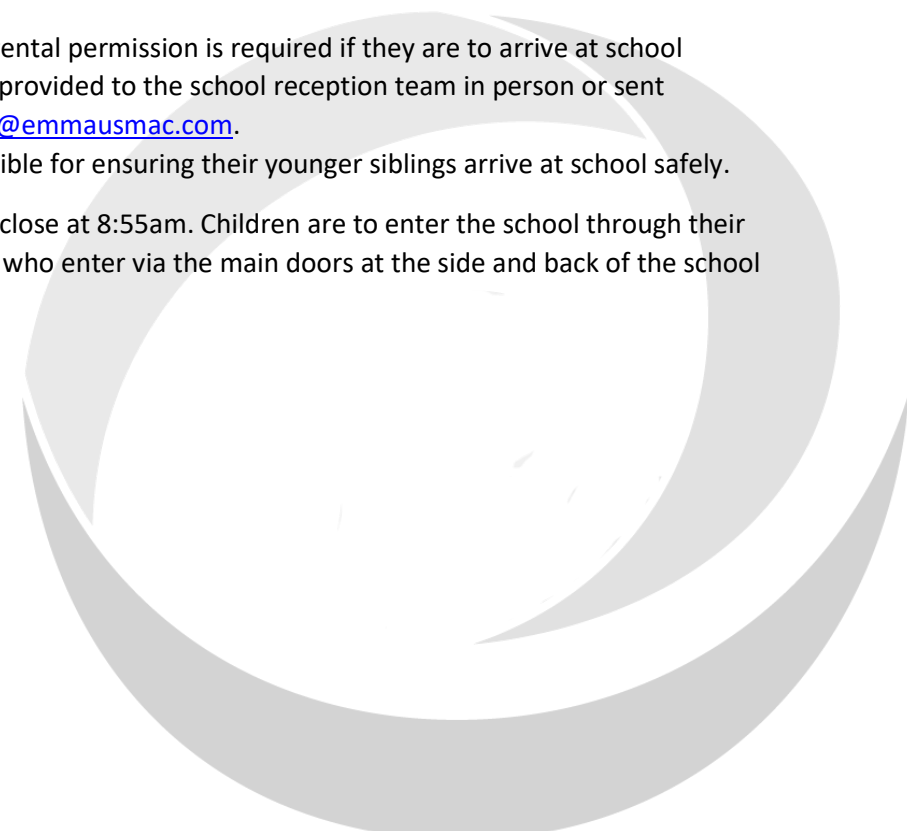
- If your child attends Breakfast Club, they must be taken to the designated sign-in point and be signed in by their accompanying adult.
- If a child arrives after 8:55 am, they will be marked as late. They must be brought to the school reception by their accompanying adult and signed in using our electronic inventory system.

Accompaniment Requirements

It is **mandatory** for children in EYFS, KS1, LKS2, and Year 5 to be accompanied by an adult to their entry point.

- For Year 6 pupils, written parental permission is required if they are to arrive at school unaccompanied. This can be provided to the school reception team in person or sent electronically to enquiry_olh@emmausmac.com.
- Year 6 pupils are not responsible for ensuring their younger siblings arrive at school safely.

School doors open from 8:50am and close at 8:55am. Children are to enter the school through their class fire door except for Key Stage 2 who enter via the main doors at the side and back of the school building.



Collection of Children

School finishes at 15:30 and all pupils should be collected by then. If children are late being picked up, they may be placed in wraparound care where there could be a charge – see Before and After School Care Policy.

If a change of adult is needed on a particular day, then please inform the school office so that members of staff are made aware before the end of the school day. Children are not allowed to walk home on their own except those in Year 6 and only when agreed upon with the Principal. An older sibling in Key Stage 2 is not allowed to collect a child from Reception or Key Stage 1. If the designated adult is unavailable, please arrange another responsible adult to collect your child.

By prior arrangement only, Year 6 children may be allowed to walk home by themselves if written permission is received - see Safer Release Policy. Parents who wish to let their child travel to/from school independently, must assess the risks associated with the school route and their own child's confidence and level of maturity. The most important factor is to consider the suitability of the child walking to/from school and whether there is any risk to the child. Parents should work with their children to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness. The school will support with any decision making and the considerations of risk.

If at any time during the day a child needs to be collected from school, then parents/carer must notify the school office and bring a copy of the child's appointment with them upon collection.

Delayed Collection

All children should be collected at the end of the school day at their allocated time slot and collection point unless they are attending an after-school club. Parents should notify the school immediately should, due to unforeseen circumstances, the arrangements for collection change or if they are delayed.

Any child not collected after 3:40 pm may be placed in After School club where there will be a charge.

Under no circumstances will a child be allowed to depart from the school unless it is with a previously identified authorised person.



After School Clubs

Members of staff in charge of an after-school club must obtain written consent from parent/carer for the child to stay (registering their interest clubs per term). The parent/carer will have been informed of the time of collection on the original letter and this should include a contact name and number (preferably a mobile contact).

Any child not collected 10 minutes after the end of an After School Club (Sports/Activity) not wraparound will be taken to the school office and parents/ carers will be contacted. The child maybe placed in wraparound provision.

Clubs run by independent providers will still need to monitor the collection of children and inform a member of the senior leadership team if there are any concerns.

Parents need to inform the school if arrangements for **collection change, no later than a day** before the event.

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Arrival and Collection Policy has been approved and adopted by Our Lady and St Hubert's Catholic Primary School on 19th September 2023 and will be reviewed in September 2024.

Signed by the Chair of the Local Governing Body for Our Lady and St Hubert's Catholic Primary School :

Mr Bernard King

Bernard King

Signed by the Principal for Our Lady and St Hubert's Catholic Primary School

Ms O O'Beirne

Olga O'Beirne

