



OUR LADY OF FATIMA

CATHOLIC PRIMARY SCHOOL

Arrival and Collection Policy

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Date created/updated:	01.09.25
Ratified by:	OLF LGB
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Policy Review Date:	01.09.2026
Post Holder Responsible for Review:	John-Paul Shanahan



Mission Statement

'We welcome everyone into our community, to live, love and learn together in the light and example of Jesus Christ.'

Aims and Purpose

Our Lady of Fatima 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.

Arrival of Children

Children should be accompanied by an adult unless written parental permission has been given for them to come alone.

There is breakfast club provision (BASC) available at the school every day from 7.45am. For further information, please contact the School Office Manager, Mrs Billingham, via the School Office.

School doors open from 8:45 and close at 8:55. Children are to enter the school through their class fire door with the exception of Year 4 who enter via the main KS2 door.

Collection of Children

School finished at 3:30 and all pupils should be collected by 3:40 at the latest.

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. 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, roadsafety skills and general awareness. The school will support with any decision making and the considerations of risk.

Siblings over the age of 14 are allowed to drop off or collect a child as long as the same risk assessment process has been agreed by parents and this has been articulated to the school through the written consent form. Parents must be aware that it is an offence to leave a child alone if it places them at risk and this includes in the care of an older sibling if the level of supervision is likely to cause unnecessary suffering or injury to health.

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 by 3.40pm will be brought back into school and will wait in the main reception. A member of the office staff will contact parents to assess the reason for the possible delay. If a child has not been collected by 3.50pm, then the child will be sent to the After School Club and parents invoiced for this at rate of £6.50 up to 4.30pm and £8.50 after 4.30pm.

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 a parent for the child to stay. The parent 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).

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.

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

Policy Review

This document will be reviewed on an annual basis or as and when Local/National guidance dictates.

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 of Fatima Catholic Primary School on 08.10.25 and will be reviewed in 09.2026.

Signed by the Chair of the Local Governing Body for Our Lady of Fatima Catholic Primary School

Mr Matthew Higgins

Signed by the Principal for Our Lady of Fatima Catholic Primary School:

Mr John-Paul Shanahan

