

Brackenagh West Primary School

Policy for the Collection of Pupils

1. Rationale

Brackenagh West Primary School is committed to ensuring the safety, supervision and wellbeing of all pupils at the beginning and end of the school day.

This policy outlines the procedures for collecting children from school and for removing children during the school day. These procedures are in place to minimise risk, ensure effective safeguarding, and support accurate attendance recording.

2. General Principles

- The safety of pupils is paramount.
- All children must be handed over to a responsible adult unless written permission has been granted otherwise.
- No child is permitted to walk unaccompanied through the car park or to a vehicle.
- Clear communication between home and school is essential, particularly where normal collection arrangements change.

3. End of School Day Collection Procedures

Parents and carers **must come to the school door/playground to collect their children and accompany them to their car.**

Children are **not permitted to walk unaccompanied** to a car in:

- The school car park
- The lay-by outside the school
- Any nearby parking area

This is necessary because:

- There is a risk of accidents in the car park if children walk or run unsupervised.
- Staff cannot confirm that a responsible adult is present if a child leaves the playground alone.

To reduce these risks, parents are requested to:

- Come up the steps
- Enter the playground
- Collect their child directly from the designated collection point

4. Collection Locations by Year Group

4.1 P1 and P2

- Children should be collected directly from their **classroom door**.

4.2 P3 to P7

- Children should be collected from the **Senior Playground**.

4.3 Pupils in P4 and Above

- Pupils in P4 or above must leave via the **Senior Playground** unless travelling home on the school bus.
- Only pupils travelling home by bus may leave via the **Junior Playground**.

5. School Bus Arrangements

- Children who normally travel home by bus will be escorted to the bus line.
- If a parent needs to collect a child who normally travels by bus, the child may be collected from the **bus line at the school gate**.
- The child **must not walk unaccompanied** from the gate to the car.

6. Collection Times

It is important that pupils are collected promptly at their designated finishing times:

- **P1 – P3:** 1:45pm
- **P4 – P7:** 2:45pm
- **P4 (Wednesdays only):** 1:45pm

Prompt collection supports supervision arrangements and ensures staff can fulfil other school responsibilities.

7. Early Collection During the School Day

If a child must leave school before the end of the school day:

1. The adult collecting the child must report to the **School Office**.
2. The child will be brought to the Office for collection.
3. An **Exeat Slip** must be completed stating the reason for early departure.

Exeat Slips:

- Can be obtained from the Secretary's Office.
- May be downloaded from the school website.
- Are retained in the attendance file as required for inspection by the Education Welfare Officer (EWO), who monitors attendance throughout the year.

Parents are asked **not to remove children directly from class without explanation**, as the school is legally required to record reasons for all absences, including partial-day absences.

Additionally:

- The class teacher must be informed, verbally or in writing, of the reason for early collection.

8. Changes to Normal Collection Arrangements

For safeguarding and child protection purposes:

- If someone different is collecting your child, the school must be informed in advance.
- This notification should include the name of the person collecting the child.
- Staff may seek confirmation where necessary before releasing a child.

9. Safeguarding Statement

These procedures are in place to ensure:

- The physical safety of all pupils
- Clear accountability for pupil collection
- Accurate attendance records
- Compliance with safeguarding and child protection responsibilities

The cooperation of parents and carers is greatly appreciated in maintaining a safe and secure environment for all children at Brackenagh West Primary School.

This policy will be reviewed periodically to ensure continued effectiveness and compliance with safeguarding requirements.