Fulbridge Academy

# Leave School Alone and Collection from School Policy

| | |
|---|---|
| Date Approved: | September 2026 |
| Date reviewed: | June 2026 |
| Date of Next Review: | September 2027 |

*Fulbridge Academy is part of The Four Cs Multi Academy Trust*

# Policy on Safeguarding Pupils Leaving School Alone

Parents are legally obliged to ensure their children get to school on time and attend regularly.
It is the parents' responsibility to ensure their child arrives at school in the morning. The child remains the parent's responsibility until they have been handed over to a member of staff. Once the handover has taken place, Fulbridge Academy takes full responsibility for the child.
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.

Below are the policies in place for children leaving the school site according to year groups:

- **Children in Reception, Year 1, Year 2, Year 3, Year 4 and Year 5**

Our agreed school policy is that **no** pupil in Reception, Year 1, 2,3,4 and 5 should walk to or from school on their own or be left on their own on the school premises before or after school, including breakfast and after school club. In addition, we will only release pupils to named adults provided they are 18 years old or above, and the school has them noted as persons who can collect on our pupil database. (However, if the professional judgement of the adult at school deems the older sibling not to be suitable, they will not hand the child over). Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement. We also ask that you keep us informed of any changes in arrangements. If someone arrives to collect your child and we have not been notified, the adult will have to wait until we have verified his or her identity. If no one arrives to collect a child in these year groups, they will be kept in school, and parents will be contacted. If the child is not collected and we have failed to make contact with the child's parent/carer, we will consult with the authorities.

- **Children in Year 6**

Fulbridge Academy believes that no child should walk to or from school alone.
However, there is no set age or law when children are ready to walk home on their own. If a request comes in for a child to leave school alone and we are not comfortable with it, we will talk to the parent and share our concerns.

In deciding whether your child is ready to walk to and/or from school, you should assess any risks associated with the route and your child's confidence. Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness. There are many ways you can prepare your child to make an independent journey. Walking to school is a great opportunity to learn road safety skills. The best way to do this is to walk with your children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence to deal with traffic in preparation for walking with friends or alone when they are older.

If you decide that you are happy for your child to leave school alone at the end of the school day or after a club (including the paid after-school club) on their own, a permission form will need to be completed, and this will then go onto your child's pupil profile. If you change your mind, you must notify the school immediately.

We will not let the pupils leave school without this permission.

These forms can be found on the school's website, or you can collect one from the main school office.

Examples of forms can be found at the end of this policy.

- **Collection of children in all year groups**

Fulbridge Academy is split between two sites; some parents have to access both sites to collect their children. Our school policy is that parents will need to go to individual classrooms to collect their children; siblings will not be able to move around the school to other classrooms due to safeguarding concerns around this. Teachers are aware of the time it takes to travel between sites.

**We do not allow older brothers or sisters who attend Fulbridge to collect younger siblings in any year group.**

**Late Collection of children from school/clubs, and after-school clubs.**

As per Government guidelines, under Section 457 of the Education Act 1996 and relevant Regulations, the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time

after the close of the school day or after school activity. The following states our approach to late collections.

**Late Collections from School and Teacher Clubs (free clubs)**

Parents are asked to contact the school on 01733 566990 and make alternative arrangements for the collection of their child if they are unable to collect or are unavoidably late. We understand that sometimes things happen in life, and parents or carers might be late, but these happen on rare occasions.

If parents or carers are late collecting, the child will be put into the school's After School Club and parents/carers will be charged £2.00. This charge will increase depending on how late parents/carers are to collect their child(ren).

The fees will be added to the parent/carer's child's MCAS account and will need to be paid before any further bookings will be accepted.

Collection of children will be from the After School Entrance/Out of Hours Door at the front of the school. Please call 07774209670, and the team will bring your child out to you.

**Late Collection for paid after-school Club**

Parents are asked to contact the school on 07774209670 and make alternative arrangements for the collection of their child if they are unable to collect or will be unavoidably late. Should the child still be late being collected, they will be charged an additional £2.00. This charge will increase depending on how late the parent/carer is to collect your child(ren).

The fees will be added to the parent/carer's child's MCAS account and will need to be paid before any further bookings will be accepted. The collection will be from where children are usually collected from the After School Club.

Leaving School Alone Permission: (including Clubs and Trips)
https://docs.google.com/document/d/1sM27S0y9HktA9bbfRxilKqKEgutZb-KuzdurzNBZUbk/edit?usp=sharing

Leaving School Permission - After School Club (Paid)
https://docs.google.com/document/d/1ztm96WTzb7NXdgAHp-ASjRwsevxNH4Ji32_4Z0Hg-Io/edit?usp=sharing

**IF YOU NEED TO CHANGE ANY ARRANGEMENTS, PLEASE ENSURE YOU INFORM US IMMEDIATELY.**