



Collection Policy

Policy Creation & Review	
Author(s)	Staff & Governors
Last review date	June 2026
Ratified by Governing Body	June 2026
Previous review date(s) & any significant changes	January 2018 September 2016 (<i>passwords</i>) 15 th September 2014 (<i>creation</i>)
Next Review Date	June 2027

Ellen Wilkinson Primary School COLLECTION POLICY

At EWPS we believe that it is in a child's best interest for an adult to bring them and collect them from school whatever year group they are in.

This is to make sure children are safe on their journey to and from school, provides the opportunity for staff and parents to maintain informal contact and means that children are aware of the school and their parents working in partnership.

Passwords

We ask all parents to confirm a collection password with the school in case of unknown adults occasionally collecting your child.

Childcare options

The school is aware this can be a challenging issue which is why parents can access the breakfast club every morning during term time from 7.30 a.m. Costs are available from the main school office and include breakfast. If you require child care after school please contact the Senior Learning Mentor or our Children's Centre who can put you in contact with Childminders in the local area.

Please note that **Wrap Around Child care** after school is independent of Ellen Wilkinson and is run by **Premier Education**. All questions or queries should be directed to them.

Collection by older siblings

We realise that on some occasions you may wish for your child's older siblings to collect them from EWPS. Please note we will only consider agreeing this if your child is in year 3 or above. The older child must be of at least secondary school age (ideally over the age of 14). Please note older siblings within the school cannot collect their brothers & sisters.

If you are considering arranging for an older child to collect a pupil from EWPS please take a moment to read the NSPCC guide called 'Home Alone' which helps explore the issues you may need to consider. This can be found at www.nspcc.org.uk or please ask for a copy from the main Reception.

If you are still sure you wish for an older child to collect their sibling please complete and return the permission form and you will then be contacted in relation to this.

Walking Home Alone

We understand that in preparation for the independence they will need in secondary school many parents wish for their children in year 6 to walk home alone. In preparation for Year 6, Year 5 pupils will also be given the option to walk home alone in the second half of the Summer term only. If you are considering this we strongly recommend easing a child into this. Things to consider may include:

- Transport:** Are they going on a bus (busy bus stop?), cycling (helmet? confidence & skill level?), walking (crossing any major roads) etc.
- Keeping to populated areas:** Are they in sight of other people during their journey or do they have to cross unpopulated areas such as parks or green spaces?
- Journey time:** What time will it take them to get home? Are they allowed to go to friends at other locations?
- Communication:** How will they let you know if there is a delay e.g. delayed bus?
- What to do if there is a problem:** If an adult approaches them what should they do? Groups of older children trying to engage or intimidate them?
- Preparation:** It is advisable to travel the route first with an adult first before attempting it alone.

Please note that only children in year 6 and year 5 during the second half of the Summer term are allowed to walk home alone and only once we have had written consent from an adult with parental responsibility. However we would strongly recommend that parents still collect their children from time to time to maintain direct contact with their child's class teacher.

Permission to be collected by a sibling (KS2 only)

Name of Child	
Class	
Name of sibling collecting	
Age of sibling collecting	
Secondary School	
Days they will collect	
Time an adult will be present/ take responsibility	

- I confirm that I have received and read a copy of the NSPCC guidance "Home Alone"
- I give permission for my older child/ren to collect their sibling.
- I understand that the school strongly recommends that children are collected by an adult for their safety and well-being.
- I agree that if the school contacts me about specific concerns for my child's well-being I will make alternative collection arrangements.

I confirm that I have parental responsibility for my child.

Signed: _____ Name: _____

Date: _____

Ellen
Wilkinson
Primary
School

Permission for a child in year 6 to walk home alone

- I give permission for my child in year 6 to walk home alone from Ellen Wilkinson Primary School at the end of the school day. This includes any school day that is shortened and is known about in advance & when my child has permission to attend after school clubs.
- I confirm that I have prepared them for doing so by discussing the issues raised in the school's protocol.
- I confirm that I have received and read a copy of the NSPCC guidance "Home Alone".
- I understand that the school strongly recommends that children are collected by an adult for their safety and well-being.
- I agree that if the school contacts me about specific concerns for my child's well-being I will make alternative collection arrangements

Name of Child		
Class		
Days they will walk home alone		
Time an adult will be present/ take responsibility		
Occasions to walk home (where appropriate)	I GIVE permission (please tick)	I DO NOT give permission (please tick)
End of the school day		
After school clubs (4.30pm)		
On days when school closes early (Christmas Holiday) and (Summer Holiday)		

I confirm that I have parental responsibility for my child.

Signed: _____ Name: _____

Date: _____

Permission for a child in year 5 to walk home alone (during the second half of Summer term only)

- I give permission for my child in year 5 to walk home alone from Ellen Wilkinson Primary School at the end of the school day. This includes any school day that is shortened and is known about in advance & when my child has permission to attend after school clubs.
- I confirm that I have prepared them for doing so by discussing the issues raised in the school's protocol.
- I confirm that I have received and read a copy of the NSPCC guidance "Home Alone".
- I understand that the school strongly recommends that children are collected by an adult for their safety and well-being.
- I agree that if the school contacts me about specific concerns for my child's well-being I will make alternative collection arrangements

Name of Child		
Class		
Days they will walk home alone		
Time an adult will be present/ take responsibility		
Occasions to walk home (where appropriate)	I GIVE permission (please tick)	I DO NOT give permission (please tick)
End of the school day		
After school clubs (4.30pm)		
On days when school closes early (Summer Holiday)		

I confirm that I have parental responsibility for my child.

Signed: _____ Name: _____

Date: _____