



Karima Saturday School

Collection and Drop off Policy

For the purpose of the document, the term 'parent/s' indicates any adult who plays a significant role in a child's life.

Introduction

As part of our safeguarding procedures it is essential to outline our expectations of parents dropping off and collecting children.

Drop off

Classes begin at 9:30am, parents must drop their children between 9:15-9:25am to the atrium at Cressex School (venue of Karima Saturday School). Parents must ensure a member of staff (of Karima School) is on site before they leave their children. Under no circumstances must children be left unsupervised. All students must be accompanied by an adult or older sibling from Cressex School's carpark to the atrium inside the school.

While we as a school promote independence in our children, we are always mindful that safety and security should come first.

Collection

Classes finish at 11:40am. Children can only go home with the usual person who collects them (as identified by parents at the start of the academic year). If someone different is collecting, the class teacher should be informed beforehand by the child's parent, preferably in writing or by verbal communication. We will not send a child home with someone else, even if they are known to the staff member/school unless this has been communicated to the class teacher first. The class teacher will be responsible for ensuring that they share this information if someone else will be sending the child home. When informing the class teacher, parents should indicate if this is an on-going arrangement or a one-off situation (so that our records are amended accordingly).

Older siblings accompanying a child to/from the school on a parent's behalf

A sibling can accompany a child so long as the sibling is aged 12 years or older. It is ultimately up to the parents to make the judgement of whether they feel this is appropriate. Factors that parents should take into account include; the maturity of the child collecting/being collected, the length and nature of the journey home and the behaviour and relationship of the children collecting/being collected.

If parents/carers are late to collect their child

In the event of lateness for collection the school will attempt to:

- Contact the parents on the telephone numbers provided
- Call emergency contacts if parents cannot be reached, so an authorised adult can come and collect the child

- Keep records of late collections
- In the event of frequent late collections, we will send a letter home to parents advising them of our concerns. Parents will also be notified that frequent late collections may result in the school contacting children's social care if we are concerned about the welfare of the child.

If parents fail to collect their child

We will make every effort to contact parents and the authorised emergency contact person whose details have been supplied.

After 11:50am, if we're unable to make contact, we will apply child protection procedures and contact children's social care. Whilst the child remains uncollected, they will remain at the school in the care of two members of staff (one preferably being the designated safeguarding lead or deputy). Staff will not take the child home with them, transport them home or go in search of parents. A full written report of the incident will be recorded.

Penalties for lateness

It is essential for children to arrive on time to school. Arriving late causes disruption of learning for the child arriving late, but that of other children also. A child arriving late must be accompanied to their class by an adult.

Only in exceptional circumstances can children be collected early from the school - advance notice must be given and agreement sought - the child must be then collected from their class by an authorised adult. Children will not be allowed to leave early if permission has not been granted.

Classes finish at 11:40am, please allow children time to pack away equipment and make their way outside the school - this may potentially take, on occasion, an additional 10 minutes.

Parents are expected to be on site ready to collect their children at 11:40am - we will allow 10-minutes for parents to arrive to collect their children, thereafter parents will be fined £1 per minute (from 11:40am) for all the minutes they are late (unless they can provide a valid reason or emergency for being late).

We acknowledge and thank the vast majority of parents who always pick up their children on time. However, the impact on a child of not being picked up on time cannot be underestimated, with heightened anxiety and distress the longer that they are unsure of where their parents are. Children being collected late also has an impact on staff.

If a parent is issued with a late fine, they will be expected to pay it immediately, if they are not able to do so, they will be required to pay it within 5 days.

Car Parking

We are very fortunate to have access to a very large car park, parents must ensure they park in a marked bay when dropping off and collecting their children. The safety of our children is paramount, parents must be alert and vigilant to children walking from/through the car park.

Under no circumstances may parents:

- Park across bays
- Park in a way that causes an inconvenience to other users of the site
- Use disabled bays (unless they have a genuine reason to do so and can display a blue badge)

- Stop their cars haphazardly in the carpark to allow children to 'jump out' so parents can immediately drive off

The school reserves the right to ban parents from using the carpark if they are seen to be driving/parking dangerously.

Thank you for your continued partnership in safeguarding the children and supporting their learning and wellbeing.

Policy reviewed August 2026.