



Le Cateau

Community Primary School

POLICY ON SAFEGUARDING PUPILS WALKING TO AND FROM SCHOOL

DROP OFF & COLLECTION POLICY

ACADEMIC YEAR 2025-26

There are no laws concerning the age that children may walk to school unaccompanied by an adult nor about the distance pupils may walk to school if unaccompanied by an adult. A families' guide to the law states: *"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school."*

Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. However, 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.

Daily Arrangements – Academic Year 2025/26 (FS2 to Year 6)

Members of staff will be on duty at the main entrance gate from **8:35am – 8:50am** each day.

Children are not expected at school before 8:40am. If children need to be at school any earlier than this time then it is recommended that they use the Breakfast Club facility provided. Details are available via the school office. This facility is available from 7:30am.

Staff will open the main entrance doors to the classrooms at **8:40am**.

Pupils in FS2 are to use the 'top playground' and enter via the gates on Teesdale Road. This is for drop off and collection.

Pupils in Year 1 and 2 are to enter via the main entrance (flagpole).

Pupils in Year 3-6 are to enter via the 'bottom' entrance where the double gates are.

The school day officially commences at 8:45am. Please ensure your child arrives at school by this time.

At **8:50am**, the entrances to school will be secured. The only access into the building will be via the main entrance leading to the school office.

End of the Day

At the end of the school day, the barrier gate on Brough Road will be closed allowing parents to wait on the grass verge. The school day finishes at **3:15pm** for all pupils in FS2 to Y6.

The collection points remain the same as the drop off points (see above). Year 6 will exit via the side gate near Year 6 at the bottom of the school road.

Pupils in Foundation Stage 2 or KS1

Our agreed school policy is that no pupil in Foundation Stage or Key Stage 1 should walk to or from school on their own or be left on their own on the school premises either before or after school.

In addition, we will only hand over pupils to named adults or older siblings provided they are **16 years old or above**. 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 no one turns up to collect a child in these year groups, the child will be kept in school and parents contacted. **We will not allow older brothers or sisters in school to collect younger siblings.** If we are unable to make contact, then the child will be taken to PT AfterSchool Care and a charge may apply.

Pupils in KS2

KS2 pupils are allowed to leave the school site independently and, when they finish the day, will be released from class. Parents must ensure that pupils in KS2 know how they are returning home. School staff will be present outside the main entrance in the inner courtyard and bike rack area.

All children not collected within 10 minutes of the end of the school day will be brought into school by the teacher or member of staff and taken to the school office, where it is safe and warm. All children are returned to the school office if the person collecting them is not at school.

If we are unable to make contact, then the child will be taken to PT AfterSchool Care and a charge may apply.

Collection by Another Person

If a pupil is to be collected by someone other than the parent/carer, please telephone the School Office on 01748 832292 before **2:45pm**. The adult nominated to collect a child must be one of those named by the parent. Only adults (**aged 16 years and over**) and with suitable identification, will be authorised to collect children. No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without the parent/carer informing the Admin team, the school will telephone the parent/carer immediately and await their advice.

Arrangements for Two Year Old and Foundation Stage 1 (Nursery)

The arrangements for drop off and collection in **EYFS** are shared with parents. Morning sessions are from **8:45am – 11:45am**. PM sessions are from **12:30pm – 3:30pm**. Parents are to drop off and collect from the classroom doors in the EYFS and enter via the gateway near the school hall.

Pupils in KS2 (Years 3,4,5 & 6)

There is no set age when children are ready to walk to school or home on their own. It very much depends upon their maturity and confidence. Therefore as regards pupils in KS2 we believe that you as parents need to decide whether your child is ready for this responsibility. We would still highly recommend that pupils in Year 3 are still brought to and collected from school however, this is a decision made by individual parents.

In deciding whether your child is ready to walk to school you should assess any risks associated with the route and your child's confidence. Work with your child to build up their independence while walking to school through route finding, road safety skills and general awareness. There are lots of ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they

start to walk to school independently. Walking to school is a great opportunity to learn road safety skills. The best way to do this is to walk with your child 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 and way finding on their own, in preparation for walking with friends or alone when they are older.

Teach your child to:

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Always cross at the intersection where there are traffic lights; do not cross in the middle of the road. Alternatively cross in a place where you can see clearly in all directions. Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.
- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour).

When deciding whether your child is ready for this responsibility you might want to consider the following:

- Do you trust them to walk straight home?
- Do you trust them to behave sensibly when with a friend?
- Are they road safety aware?
- Would they know what to do if a stranger approaches them?
- Would they have the confidence to refuse to do what a stranger asked?
- Would they know what to do if they needed help?
- Would they know who best to approach to get help?

If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own. If you decide that your child is ready for this responsibility then you must inform the school by accepting the 'Walk Home Independently' agreement as part of your admission pack. This option can be amended at any point via the Arbor Parent App.

Your child will be prevented from walking home unless this permission has been given in writing.

Your child will also be responsible for their behaviour whilst on the school premises either before or after school. Should their behaviour not be acceptable, you will be asked to accompany or collect them until they have proved they can be trusted again.

IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE PLEASE ENSURE YOU LET US KNOW IN WRITING IMMEDIATELY.

Implemented: September 2021

Reviewed: September 2025

Next Review: July 2026