



Oak Grange Primary School

Collection & Independent Travel Protocol 2026-27

Purpose of the Document

At Oak Grange Primary School, the safety and wellbeing of our children is our highest priority. This protocol outlines the procedures and expectations for the collection of pupils at the end of the school day, including arrangements for collection by parents, carers and authorised adults, independent collection where agreed, and the management of late collections. These procedures support our safeguarding responsibilities and ensure that every child leaves school safely.

1. Collection Arrangements

1.1 Authorised Collection

At the end of the school day, all pupils must be collected by a parent, carer or another authorised individual.

The authorised collector must:

- Be named by the parent/carers on the school's records or authorised in advance via the school office.
- Be aged 16 years or over.
- Be able to provide the child's collection password if requested by a member of staff.

The school will only release children to individuals who meet these requirements.

1.2 Changes to Collection Arrangements

Parents/carers must notify the school office before the end of the school day if collection arrangements change.

Where possible, changes should be made in writing via email or through the agreed school communication system.

Staff may request additional verification before releasing a child if collection arrangements differ from the usual routine.

1.3 Collection Password System

To support safeguarding, every family will provide a collection password.

The password may be requested when:

- A child is collected by someone other than their usual collector.
- A member of staff is unfamiliar with the collecting adult.
- There is any uncertainty regarding collection arrangements.

If the correct password cannot be provided, staff will not release the child until alternative verification has been obtained from the parent/carer.

1.4 Refusal to Release a Child

The school reserves the right to refuse to release a child where:

- The collecting adult is not authorised.
- The collecting adult is under 16 years of age.
- The collection password cannot be verified.
- There are concerns that the adult may be unable to provide safe care for the child.

In such circumstances, the school will contact the parent/carer immediately and follow safeguarding procedures where necessary.

Older siblings may collect pupils provided they are aged 16 or over, have been authorised by the parent/carer in advance and can provide the child's collection password if requested.

2. Pupils Walking Home Alone

2.1 Eligibility

- Only pupils in Year 5 and Year 6 may walk home alone.
- Parents/carers must provide written consent annually.
- The school safeguarding team approve requests to walk home.

2.2 Parental Responsibilities

- Provide written permission.
- Ensure their child understands road safety and the safest route.
- Ensure their child knows what to do if they feel unsafe.
- Inform the school of any changes.

2.3 School Responsibilities

- Release pupils safely at the end of the day.
- Keep a register of pupils permitted to walk home alone.
- Contact parents if a child is unsure of arrangements.

2.4 After-School Clubs

- Separate written permission is required.
- Parents are encouraged to collect during darker months.

3. Late Collection of Pupils

3.1 Expected Collection Time

- The school gate opens at **3:20pm**; collection is required by 3:30pm.
- The gates are opened at 3:20pm and remain open until 3:30pm.
- Pupils must be collected promptly from their classroom.

- Extra-curricular after school clubs must be collected at their published finish time (e.g. 4:15pm or 4:30pm).

3.2 Late Collection and Additional Childcare Provision

Where a child remains uncollected beyond the collection period, they may be transferred to the school's after-school club provision to ensure they remain safely supervised.

The school recognises that unavoidable circumstances can occasionally result in a late collection. In most cases, no charge will be made where parents/carers have communicated with the school and the delay is reasonable.

However, where late collection becomes persistent, places unreasonable demands on staffing, or where additional childcare provision has been required, the Headteacher reserves the right to apply a charge to cover the cost of supervision.

Any charges will be communicated to parents/carers in writing and added to the parent account in accordance with the school's normal payment procedures.

3.3 Persistent Late Collection

Parents/carers will be contacted to discuss concerns and identify any support that may be required.

A record of repeated late collections will be maintained by the school.

Where lateness continues despite discussion and support, a formal warning letter may be issued.

If patterns of lateness raise safeguarding concerns, the school may seek advice from Children's Social Care and follow safeguarding procedures

3.4 Extended Non-Collection (Safeguarding)

- The school will follow safeguarding procedures and may contact Children's Social Care if no parent or nominated adults arrives to collect the child
- Staff will continue to supervise the child until handover to an authorised adult or agency.

4. Independent Walking Home

Whilst Oak Grange Primary School does not currently have pupils in Year 5 or Year 6, this section outlines the arrangements that will apply should pupils be permitted to walk home independently in future years.

4.1 Eligibility

Only pupils in Year 5 and Year 6 may be considered for permission to walk home independently.

Parents/carers must provide written consent annually.

Requests will be considered on an individual basis by the Headteacher and/or Designated Safeguarding Lead (DSL), taking into account the child's age, maturity, understanding of road safety and individual circumstances.

The school reserves the right to refuse or withdraw permission where it is considered not to be in the child's best interests or where safeguarding concerns arise.

4.2 Parental Responsibilities

Parents/carers requesting permission for their child to walk home independently must:

- Provide written consent.
- Ensure their child understands road safety and follows the safest agreed route home.
- Ensure their child knows what to do if they feel unsafe or if circumstances change.
- Discuss appropriate behaviour when travelling to and from school.
- Inform the school immediately of any changes to arrangements.

Once a child has left the school site with permission to walk home independently, responsibility for the child's safety passes to the parent/carer.

4.3 School Responsibilities

The school will:

- Maintain a register of pupils authorised to walk home independently.
- Ensure relevant staff are aware of approved arrangements.
- Release authorised pupils at the end of the school day.
- Contact parents/carers if a pupil appears unsure of their arrangements or if concerns arise.

4.4 After-School Clubs and Additional Activities

Separate written permission must be provided if a pupil who normally walks home independently is to leave an after-school club or school activity unaccompanied.

The school reserves the right to require collection by a parent/carer following specific events, activities or where weather, light levels or safeguarding concerns make independent travel inappropriate.

Parents/carers are encouraged to review independent walking arrangements during periods of poor weather or reduced daylight hours.

4.5 Withdrawal of Permission

The school may withdraw permission for a pupil to walk home independently where:

- Safeguarding concerns arise.
- The pupil does not follow agreed expectations.
- There are concerns regarding the pupil's safety or wellbeing.
- Parents/carers fail to comply with the requirements of this protocol.

Parents/carers will be informed of the reasons for any withdrawal of permission.

5. Review of Protocol

This protocol will be reviewed annually or sooner if required.



Appendix A: Parent Permission Form – Walking Home Alone

Pupil Name: _____

Year Group and Class: _____

Parent/Carer Name: _____

Address:

Contact Number(s): _____

1. Permission to Walk Home Alone

- Only pupils in Year 5 or Year 6 are eligible for independent travel.
- My child will be dismissed at the usual end-of-day time and will leave the school site independently.
- It is my responsibility to ensure my child knows the safest route home and understands how to keep themselves safe.
- My child must go straight home unless alternative arrangements have been agreed with me.
- I will inform the school immediately if circumstances change and I no longer wish my child to walk home alone.
- The school may withdraw this permission if concerns arise regarding my child's safety, maturity, or wellbeing.

Parent/Carer Signature: _____ Date: _____

Pupil Signature (optional): _____ Date: _____

2. Permission for Walking Home Alone After Clubs (Optional)

- Clubs may finish later, and walking home during darker months may carry additional risks.
- I am responsible for ensuring my child is confident and safe to travel home at this time.

Parent/Carer Signature: _____ Date: _____

School Use Only

Permission received on: _____

Added to Independent Travel Register: Yes / No

Notes:

Staff Signature: _____ Date: _____