



*Inspired by faith, we dare to grow, believe and achieve, celebrating success together
and flourishing within our community*

Grow, Believe, Achieve

Walking Home/ Drop Off and Collection Policy

Consent to walk home from school independently

September 2025

Policy:	Walking Home/ Drop Off and Collection Policy
Approved by:	IEB
Date:	September 2025
Review cycle:	Annually

Version Control			
Version	Date	Author	Changes
1	September 2025	HH	Creation of new policy

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Value Statement

At St Swithun's C of E Primary Academy we value the abilities and achievements of ALL our pupils. We are committed to providing for each pupil the best possible learning experiences.

The aim of this policy is to:

- Keep pupils safe.
- Ensure all staff members are aware of the correct procedures for the end of the school day
- Make parents aware of the expectations regarding collecting children
- Make parents aware of the requirements if they wish their child to walk home from school alone.

Walking to and from School Alone

Legal Guidelines:

- No specific laws govern the age or distance a child can walk to school alone.
- Parents must ensure regular school attendance but can decide on independent travel.
- Schools are responsible for pupil welfare and must report any perceived risks to relevant authorities.

Pupils in Foundation Stage or KS1:

- Pupils should not walk to or from school alone or be left unsupervised on school premises.
- The school requires notification of any changes in collection arrangements.
- Pupils can only be collected by adults and children over the age of 14.
- If no one arrives to collect a child, the school will contact the parents/those named on the contact sheet.
- Older siblings in school cannot be responsible for younger siblings.
- Parents must notify the school of any changes in collection arrangements.

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

- Year 3, 4 and 5 pupils to be brought to and collected from school.
- Year 6 parents decide when their child is ready to walk alone based on maturity and confidence.
- Parents should assess risks associated with the route and build up their child's independence.
- Parents must notify the school of any changes in collection arrangements.

Pupils on the SEN Register including those with or without an EHCP:

- Parents of children who are on the SEN Register with or without an EHCP (or an EHCP in assessment stage) must meet with the SENCO to discuss their child walking to and from school. It is important for children with an EHCP that school is compliant with the information included in the plan particularly regarding supervision of the child and their safety around and outside of school including their ability to understand road safety.

Road Safety Preparation:

- Teach children to pay attention to traffic, always use intersections or visible crossing points, look both ways, and stay cautious.
- Emphasise not following strangers and knowing how to react if approached by a stranger.

Assessing Readiness:

- Questions for parents to consider:
 1. Can they walk straight home?
 2. Can they behave sensibly with friends?
 3. Are they road safety aware?
 4. Do they know what to do if approached by a stranger?
 5. Do they know how to get help?

Parents must inform the school in writing if they decide their child is ready to walk home alone based on the assessment above (fill in the attached consent)

Travelling to and from School Alone:

- Parents of Year 6 pupils should assess risks and build up independence.
- Written parental consent is required for Year 6 children to walk alone (fill in the attached consent).
- Parents must notify the school immediately if a child does not arrive home on time.

Extra-curricular clubs:

- If your child is registered to attend an after school club, school staff will expect the child to attend unless you, as a parent/carer, have informed school staff otherwise (even if they have consent to walk home independently).

Supervision on the School Site

Before and After School:

- No staff supervision before 8:40 a.m. or after 3:15 p.m. unless attending breakfast or after-school clubs.
- If attending breakfast club, arrival before 8:00AM is not permitted if unsupervised by the person who has brought them.
- Children should not be left unsupervised; the school will contact parents if this occurs.

Late Collection Procedure

- Parents should notify the school immediately if the collector will be late.
- The school will contact parents and emergency contacts if a child is not collected promptly.
- If no contact is made by 4:30 p.m. MASH or the Police will be called.

Key Principles

- Collect children promptly at 3:15 p.m. (or the agreed time for after school clubs).
- Class Teachers ensure safe dismissal and will not release children to unknown persons.
- Year 6 pupils need written permission to walk home alone (see consent attached)
- Notify the school of any changes in collection arrangements.
- The school will contact parents of late collections starting at 3:20 p.m. and proceed to emergency contacts.
- If no contact is made by 4:30 p.m., appropriate authorities will be notified.

Signed:



Mrs. H. Howlett (Head of School/ SENDCo)

Date September 2025

Mr. R. Smith (Chair of Governors)

Date September 2025

This policy will be reviewed annually. Adopted: September 2025 Review Date: September 2026

APPENDIX 1

Permission for pupils to walk to and from school unaccompanied.

The person with **parental responsibility** must complete and return this reply slip to school as soon as possible before the child first walks home alone.

Name of child:

I wish to inform you that my child will be walk to/from school on a regular basis. I will notify you immediately should this arrangement change. I have read and understood the guidelines, systems and reasonable precautions set out in the "Walking home/ drop off and collection policy".

I fully understand that once I give permission for my child to walk to and from school alone, the school is not responsible for my child's actions or whereabouts once they are not on the school premises

Signed:.....

Date:.....

Print name:.....