



Lawley Primary School  
and Nursery

Planting the seeds, growing the future

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**Lawley Primary School and Nursery Vision - Planting the Seeds, Growing the Future - is based on the two key principles** Our Vision - Planting the Seeds, Growing the Future is based on the two key principles of: Encouraging better learners and developing life-long learners.

**Our Values** - We are clear about the values that we wish to emphasise in our school. These have been adopted as a result of a consultation, which involved a wide range of stakeholders, including pupils. The whole process produced lists of values that are not dependent on race, culture, class or religion. From the extensive lists produced, five core values were chosen these are: happiness, respect, courage, friendship, and responsibility.

**Our Mission statement** talks of providing an environment in which every child is cared for spiritually, morally, socially, culturally, intellectually, and physically, allowing everyone to be the best that they can be! We are committed to giving all our children every opportunity to achieve the highest of standards. We do this by taking account of pupils' varied experiences and needs. We offer a broad and balanced curriculum and have high expectations of all our children.

# Arrival, Collection, and Walking Home Policy

Reviewed: July 2026

Review: July 2027

Our school has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they depart at the end of the school day.

### **Entrance and exit arrangements**

All gates open at 8.45am for children to enter the site and their classrooms via the classroom doors. Parents are not permitted on site during this time.

All gates will be locked promptly at 8.55am.

Any children arriving after this time must enter via the school office and be signed in by a parent.

At 3.10pm all gates will be opened to allow parents to enter the playgrounds to collect their children who will exit via classroom doors. We ask that parents do not enter the school building, if parents need to speak to a member of staff, we ask they do so via the office. All gates will be locked promptly at 3.25pm therefore, all parents and children are requested to be off site before this time.

We must ask that parents do not drive on to the staff car park.

We ask that parents drop off their children and vacate promptly so that congestion is kept to a minimum. We also urge parents not to congregate around the perimeter of the school after drop-off and collection.

Please ensure that you call school by 9am to report any absences on 01952 388410.

### **Arriving at School**

School doors open at 8.45am and class teachers will be in the classroom to meet and greet the children.

A member of staff remains on the door/gate to take any messages or information from parents. Early Morning activities are planned so it is crucial that children arrive on time.

Doors/gates are closed at 8.55am.

Please note that parents/carers are requested not to enter the staff car park to drop off children.

### **Breakfast Club**

Lawley Primary School and Nursery runs a Breakfast Club for children to attend between 7.45 and 8.45am Monday to Friday term time only.

If your child attends breakfast club, they should arrive at school no earlier than 7.45. Last admittance to Breakfast Club is 8.30 and, after this time, children will need to remain in the care of their parent/carer until the doors open at 8.45. Children must not be left unsupervised on the school premises at any time.

Collection from School at 3.15pm, children will be dismissed through their classroom doors. Parents will be allowed onsite through all gates onto the playgrounds to collect their children. The school day finishes at 3.15 p.m.

Children are seen out by a member of staff from their class and leave through the doors/gates as detailed above. Any children not collected by 3.15 pm will be taken to the school office.

Unfortunately, the staff in the office are very busy at the end of the day and cannot be responsible for children who are not picked up from school at the correct time on a regular basis.

Parents/carers are responsible for arranging for their child/children to be collected from school promptly at 3.15 each day either by a parent or nominated adult. Alternatively, pupils can be accommodated in our After-School Club for a cost of £9.00 per session. Children not collected will be placed into Afterschool Club and parents will be charged accordingly.

### **After School Club**

Lawley Primary School runs an Afterschool Club (ASC) for children to attend between 3.15 pm and 6pm Monday to Friday term time only.

### **Walking home**

There are no laws around age or distance walking to school. 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.

### **Pupils in Foundation Stage or KS1**

Our agreed school policy is that no pupil in Foundation Stage or Key Stage 1 should walk to or from school on his or her 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 14 years old or above (however, if the professional judgement of the adult at school deems the older sibling not to be suitable, they will not hand the child over).

Pupils will not be handed over to other adults unless the school has been informed by the parents that they have made this arrangement. We also ask that you keep us informed of any changes in arrangements. If someone arrives to collect your child and we have not been notified, the adult will have to wait until we have verified his or her identity. If no one arrives to collect a child in these year groups, they will be kept in school and parents contacted. We will not allow older brothers or sisters in school to collect younger siblings.

### **Pupils in KS2 (Years 3, 4, 5 and 6)**

While there is no set age when children are ready to walk to school or home on their own, we believe that pupils in Years 3 and 4 should be still brought to and collected from school and this is our school policy. In Years 5 and 6, we believe that you as parents need to decide whether your child is ready for the responsibility of walking to and from school alone.

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 children to build up their independence while walking to school through route finding, road safety skills and general awareness. There are many 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 children 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. Speak to your child about what they should do if this should ever happen.

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

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they did not want to do?
7. Would they know what to do if they needed help?
8. Would they know whom 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 completing the permissions on ParentPay. Your child will be prevented from walking home unless this permission has been given.

Please bear in mind that if Year 5 and 6 pupils are attending an after-school club, it may be dark when the club finishes and you may want to withdraw permission for them to walk home on these days. Please be sure to let the school office know of your wishes.

### **Authorised Collectors**

NO CHILDREN IN FOUNDATION STAGE AND KEY STAGE ONE ARE ALLOWED OFF THE SCHOOL PREMISES WITH ANYONE OTHER THAN AUTHORISED COLLECTORS i.e. THOSE SPECIFIED BY PARENTS/CARERS OR LEGAL GUARDIANS.

Parents will be asked to name the authorised collectors of their children before they start school. At 3.15pm, children will be dismissed through their classroom doors. Parents will be allowed onsite through all gates onto the playgrounds to collect their children.

If there are any changes to these arrangements parents need to inform the school immediately by either:

- Contacting the school office
- Writing to the class teacher

If the new collector is unknown to the school, we will ask for a photograph or introduction to the new collector to ensure that we know by sight who is collecting the child. It is the parents, carers, and legal guardian's responsibility to ensure that the school knows who will be picking up their child. Parents will be allowed onsite through all gates onto the playgrounds to collect their children.

If anyone other than the authorised collector is collecting, then permission must be given by the methods listed above. This includes children being taken to parties by other parents etc. If there is a request for a specific person not to collect a child, (in child protection or custody cases for example), written instructions must be provided to the school by the parents/carers or legal guardians. The school will request a photograph of this person. Please see the attached information regarding parental responsibility.

If an emergency occurs and a parent phones to ask for an unauthorised collector to collect the child that day, the school will ask for the child's date of birth and ask the collector the same question as a security measure.

It is the parents/carers or legal guardians' responsibility to ensure the safe collection of their children by facilitating the school with the correct and up to date information. If any member of staff is in any doubt, then the collector will be asked to go to the school office whilst a member of staff investigates immediately including phoning all emergency contacts.

In the case of sporting events/visits etc. it is the parents/carers or legal guardians' responsibility to inform the school who will be picking up their child if it is someone other than the authorised collector.

### **All children**

Periodically the school will request updates from parents regarding all issues of safety, be they contact details, collection details or medical information. At all times, the responsibility

remains with the parents/carers or legal guardians to keep the school informed of any changes.

### **Late collection of children at 6.00pm**

School or After School Club must be notified immediately, it becomes apparent that the person collecting may be late. Where it becomes clear that the child is not going to be collected, and staff have been unable to contact anyone with parental responsibility, they should, in the first instance, contact Family Connect on (01952 3)85385 and may also contact the police. If a child has not been collected and no contact has been made by 4.00 from school or 6.15 from ASC, this procedure will be put in place.

### **Parental Responsibility**

When a parent asks us not to allow children to go with the other parent:

As a school we must ensure that our focus is the children. We should remain objective and independent. We should always make sure that both parents know that the children's best interests are our concern.

We are to presume that both parents have legal responsibility if:

They are married

Father's name is on the birth certificate (if unmarried). This should be the case for the children in our school as there was a change in the law.

When they both have legal responsibility either parent has to provide school with a formal document that states that the other parent does not have legal responsibility.

It is not our responsibility as a school to stop either parent.

HOWEVER, we can stall the parent and follow these guidelines:

- Explain to the parent that mum/dad has given us instruction not to let the children go with him/her and to contact them if the other parent arrives
- Make it clear that we understand that this is a private issue
- Explain that we will phone the other parent as requested
- Find a place for the parent to wait

Members of the SLT should be available if a difficult situation should arise between the parents. If we have any concerns about safety of any person in school, we should contact the police.