



Hucknall Flying High Academy

School Collection Policy

“Make Every Day Count”

We aim to make every day count for our children where they thrive and build the cultural-capital they need to make aspirational choices about their own future

Date Policy Written	September 2026
Date Policy to be Reviewed	December 2027
Date Presented to Governors	6th October 2026
Signed (Headteacher)	
Signed (Chair of Governors)	

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Hucknall Flying High Academy

School Collection Policy

It is essential that Hucknall Flying High Academy ensures all children leave school safely. Home time can be very busy, so we have set out clear procedures which all staff and parents/carers must follow.

1. Procedures

- Each September, all parents/carers must update **School Collection Information** to identify all adults permitted to collect their child.
- In a minority of cases, and only by written agreement with parents, the school may approve collection by a named, reliable and trustworthy person **under the age of 18** (typically an older sibling). Parents must speak directly with the school office and confirm in writing and sign to confirm they take full responsibility.

2. Collecting at the End of the School Day

- The school day finishes at **3:15 pm**.
- External school **gates open at 3:00 pm**.
- In most classes where the exit door is within the classroom, children remain seated until called by a member of staff. Parents/carers should **not** call out to their child as this can cause confusion.
- Where the exit door is not within the classroom, staff escort the class to the designated door and release pupils one-by-one as their names are called.
- **Years 5 and 6** pupils may **walk home independently** with **written parental agreement** on file. Parents must ensure their child knows the routine (e.g., walk directly home or wait at a specified point).

3. Collection by Persons Not Authorised

If an adult who is **not** named on the School Collection Form (or not subsequently authorised for that day) attempts to collect a child, staff will refuse release.

- If a parent needs to change collection arrangements, they **must contact the school**.
- Where the change is phoned in, the school will **take a password** as a security check before authorising release.

4. Non-Collected Children

If a child is not collected at the end of the day:

1. The child will wait with the class teacher for **10 minutes** to allow for unexpected delays.
2. After 10 minutes, the teacher takes the child to the **Main Office**. School will contact parents/carers by telephone.
3. If unsuccessful, staff will call the **Emergency Contacts** listed on the pupil's information.
4. If there is **no contact after 1 hour**, the **duty DSL** is informed and **Children's Services** (social care) contacted for advice.
5. We may be advised to contact the **police**.
6. If no contact is made with the school by **6:00 pm** to confirm arrangements, we will follow advice from Children's Services and/or the police regarding next steps.
7. In an emergency, **verbal consent** may be accepted for an agreed person to collect; a **password** will be used if that person is unknown to school.

5. Unsafe Collection

If there are concerns about the suitability or capacity of an adult collecting a child, a member of the **Leadership/DSL team** must be involved immediately. The situation will be assessed; if the adult appears unable to take responsibility, school will contact another family member. If no suitable adult is available, **Children's Social Care** and/or the **police** will be contacted.

6. Acrimonious Relationships and Disputes

Where there is dispute between parents regarding collection, the school cannot deny access to a person with **legal parental responsibility** unless there is a **court order** stating otherwise. Parents must provide school with copies of any **legal orders** limiting parental rights.

7. After-School Clubs and Wraparound Care

- The collection procedures for after-school clubs mirror the end-of-day arrangements.
- Staff will only release children to adults named on the **club's authorised collection list**.
- In an emergency, verbal consent may be accepted for an alternative collector; a **password** will be used if unknown to school.

- **Provider:** *Rattle and Roll*. Where the school office is closed, the provider's designated contact number should be used. Non-collection follows the same **DSL-led** process outlined above.

8. Safeguarding Contacts (DSL Team)

- **Designated Safeguarding Leads (DSL team):**

Mr Karl Clowery, Miss Morris, Mrs Gerrard, Mrs Hitchen, Mrs Dempsey

- Parents/carers with safeguarding concerns can approach any member of the DSL team via the **Main Office**.

This policy forms part of our Safeguarding suite:

- Child Protection Policy
- Keeping Children Safe in Education (KCSIE)
- Attendance and Punctuality Policy
- Behaviour Policy
- Online Safety Policy