



MANCHESTER  
MUSLIM  
PREPARATORY  
SCHOOL

FAITH • LEARNING • LIFE

# Child Collection Policy

## Document Control

<b>This policy has been approved for operation within</b>	Manchester Muslim Preparatory School
<b>Date of last review</b>	August 2025
<b>Date of next review</b>	Summer 2026
<b>Review period</b>	Yearly
<b>Owner</b>	MMPS

### **Appendix list**

*Appendix 1 – Drop off and collection*

*Appendix 2 – Child collection and password system*

*Appendix 3 - Authorisation of additional adult*

*Appendix 4 – Collection by MIGSG sibling*

*Appendix 5 - Permission for a pupil to walk to and from School unaccompanied*

## CHILD COLLECTION POLICY

Your child's well-being is of great importance to the staff at the school, therefore procedures for collecting children are followed to ensure your child's safety. No child will be released from our care if staff is not informed of the person collecting the child.

### **Safe Collection**

School finishes at **3.00 pm** for all pupils

### **EYFS**

**Nursery** pupils wait in their classroom and will be handed to parents/carers by a member of the Nursery staff. Parents access classroom via main entrance.

**Reception** pupils wait in their classroom or Reception outdoor play area (fenced area) and are handed over to their authorised adult by a member of staff. Parents access classroom via main entrance.

### **KEY STAGE 1**

**Year 1 and Year 2** pupils wait in the Year 2 classroom, which has a direct access door to the outside and will be over to the authorised adult by a member of the teaching staff.

### **KEY STAGE 2**

**Year 3 to Year 6** pupils line up in the designated area with their class teacher and must be collected by the authorised adult from the class line.

Once a child has been handed over to the responsible adult, they are no longer the responsibility of the school. We ask parents/carers/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

As part of our safeguarding procedures, a child can only go home with the usual person who collects the child. No child will be sent home with another person without the school receiving at least verbal permission from a person with parental responsibility. If someone different is collecting, the class teacher or admin office *must be informed beforehand*. We will not send a child home with someone else, even if that person is known to the staff member/school *or s/he knows the correct password*, unless this has been communicated to the class teacher first. The class teacher will be responsible for ensuring that they share this information if someone else will be sending the child home.

If someone different is collecting a child, and the teacher does not already know this person, staff will ask for a password as a way of being able to identify them. This information is collected as part of the admissions process and/or as part of the yearly annual data update/collection process. If a parent contacts the school admin team during the day to inform that someone else is picking up the child, the member of staff who takes the message

is responsible for ensuring that a password has been recorded (BROMCOM) or requesting a password where one does not appear.

If a message is given to a member of the admin team during the school day, it may not be possible for the message to be given to the class teacher before it is time to go home. In these circumstances, class teachers will bring the child and the person collecting them to the school office (once all the other children have been dismissed) for clarification of this before sending the child home.

### **Collection from School during School Hours**

Parents/carers should ensure that routine appointments, e.g. to see the dentist or doctor, are made during the school holidays or after school. If your child needs to attend appointments during the school day, evidence of the appointment/s should be provided to the school office prior to the appointment day, wherever possible, so that this can be recorded. If class teachers are shown evidence of an appointment, they will either make a note on BROMCOM or email admin who will add the information on their behalf. When coming to collect your child to attend an appointment, parents/carers who have not provided evidence beforehand will be asked for evidence to validate the reason for the child to be collected from school during the day. Evidence could include a hospital letter, an appointment card or a text confirmation/reminder.

### **Admission information**

When your child starts at the school, you will be asked to fill in some information about your child. We will ask for details about the person/people who will be collecting your child. This information can then be used to identify the designated person(s).

You will be asked to complete a password form. It is important that this form is given to the school and that only the people you wish to collect your child know the password.

### **Suitable person / Identification of Individuals**

Pupils with siblings at MIGSG may be collected by their older sisters if written consent has been given by parents/carers.

Other than that, it is the policy of the school that no person under the age of 16 years can collect a child from the school during the day.

Infant children (those in Nursery, Reception, Y1 and Y2) may **NOT** be collected by other brothers or sisters in school. They should be collected by an authorised adult.

### **Other safety issues**

Parents/carers are responsible for ensuring that their children do not access or use any areas of the school site that are prohibited.

For all children's safety no football should be played on the playgrounds after school and children are not permitted to use bikes, skates or scooters etc. on the school site.

### **Extra-Curricular Clubs Arrangements**

Please note that **ALL** children will need to be collected **promptly at 4:00pm** by an authorised adult if they are staying late at school for after school clubs.

*After school care provision will be introduced on a trial basis during Autumn 2024 term. Communication about collection arrangements will be sent to parents/carers of pupils who are enrolled.*

### **Communication**

As always, good communication between home and school is vital so please let us know ASAP if there are any changes to your normal drop off and collection routines.

**When Children are not collected**

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon as possible to notify us that you may be late. If we receive no such message, the following procedure would be followed:

1. The child will remain with their class teacher/TA until their adult arrives.
2. If their adult is late (after 3.15pm), they will return into the building with their teacher and wait near the office while the staff try to contact parents/carers.
3. Messages are checked to see if there are any changes to the end of day arrangements
  - i. Parents/carers/carers are contacted at home or work
  - ii. If this is unsuccessful other authorised adults are contacted
  - iii. In the meantime the child will wait at the main office entrance under adult supervision

**Where NO authorised adult can be contacted.**

- After 30 minutes the child(ren) will be supervised by someone of the admin team.
- If the child(ren) has/have not been collected after one hour, (4:00pm) and no contact has been made or arrangements agreed we will follow our Child Protection Procedures and contact the Local Safeguarding Team.
- The Safeguarding Team will aim to locate the parent/carer or relative. If they are unable to do so, the child may be placed into the care of the Local Authority.
- The school will deliver a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child.
- A full report of the incident will be written and placed in the child's school file.

**Following a Late Collection**

- Where a child has regularly collected late a letter will be sent home to the parents/carers.
- Where children are collected more than 15 minutes late from a school-run after school club on 2 occasions they will automatically lose their place at that club.



## APPENDIX 1

# DROP OFF & COLLECTION

### Dropping off Children in the morning

#### MMPS Breakfast Club

Parents whose child/children attend the breakfast club, can get access to school from 7:30am. Parents can drive into the car staff park between 7:30am and 7:40am **only**; if they arrive after that, they must park elsewhere. Parents/carers must ring the buzzer at the main gate\*\*, accompany their child/children to the breakfast club and hand them over to the member of staff on duty. Parents must ring the buzzer at the main gate again\*\* when leaving; office staff will open the gate.

**\*\*Security:** Parents **\*must always close the main gate**, i.e. after entering and after exiting.

#### Children who do not attend breakfast / morning clubs

The MMPS gate (grey gate on Barlow Moor Road) will be open from 8:15 am to 8:25am and parents/carers can drop off their children.

#### EYFS

- Nursery and Reception children can be dropped off in the reception area where a member of staff will receive the children and guide them to their classroom.

#### KS1

- Year 1 and Year 2 children will access the building/classrooms via the Year 2 access door.

#### KS2

- Year 3 to Year 6 pupils will enter the building via main entrance (automated glass doors) and go to their respective classrooms.

#### Children who arrive late

Pupils arriving late, after 8:25am, must be accompanied to school reception / office by their parents/cares where staff on duty where will register them.

We ask parents/carers to accompany their children into the foyer only.

#### Security / Safeguarding / Health & Safety:

Parents/carers are not permitted to park in the staff car park.

### Collecting Children after school

### **EYFS**

Nursery and Reception pupils will remain in their classroom at the end of the day and will be handed directly to parents/carers by a member of staff. Parents/carers should enter the building via the main entrance.

To keep dismissal safe and smooth, we ask that:

- Parents/carers leave the school building immediately after collecting their child and do not wait in corridors or classrooms.
- Mobile phones must not be used anywhere on school premises.

Thank you for your cooperation in helping us maintain a calm, safe environment for all pupils.

### **KEY STAGE 1**

**Year 1 and Year 2** pupils wait in the Year 2 classroom, which has a direct access door to the outside and will be over to the authorised adult by a member of the teaching staff.

### **KEY STAGE 2**

**Year 3 to Year 6** pupils line up in the designated area with their class teacher and must be collected by the authorised adult from the class line.

## **Extreme weather conditions**

### **KEY STAGE 1**

**Year 1 and Year 2** pupils wait in the Year 2 classroom, which has a direct access door to the outside and will be over to the authorised adult by a member of the teaching staff.

### **KEY STAGE 2**

**Year 3 to Year 6** will remain in the building until 3:00pm and then line up in the designated area.

## APPENDIX 2

### Child Collection & Password System

To help us keep every child safe, we are introducing a password system for pupil collection.

#### What parents need to do

- Choose and provide a password for your child on the form below.
- Share this password only with trusted adults who may collect your child.
- Always inform your child's class teacher or the school office in advance if someone else is collecting your child.

#### How it works

- If another adult collects your child, they must give the password before we hand your child over.
- A child **cannot be released** unless the school has been informed by you, even if the collecting adult knows the password.

#### Until the system starts

- Please continue to let the class teacher or school office know (verbally or in writing) if another adult is collecting your child.
- You must provide the full name of the authorised adult.

#### Next step

- ☒ Complete the password form and return it to the admin office.
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### **HOME ARRANGMENTS – PASSWORD REQUEST**

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

Password to be used by an adult authorised to collect your child:

\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



Relationship to the child: \_\_\_\_\_  
**APPENDIX 3**

**PUPIL COLLECTION FORM**  
**Authorisation of additional adult**  
ACADEMIC YEAR 2025 – 2026

*For children who are collected regularly by an adult authorised by the parents/carers.*

***If your son/daughter is collected regularly (e.g. once a week) by the same adult, please complete the form below and hand it to the office.***

***This means you will not have to inform school in advance.***

Name of child: \_\_\_\_\_

Class: \_\_\_\_\_

Name of collecting adult: \_\_\_\_\_

Relationship to parent: \_\_\_\_\_

*I authorise \_\_\_\_\_ (name of collecting adult) to collect*

\_\_\_\_\_ *(name of child) on the following day/s:*

☐ Monday    ☐ Tuesday    ☐ Wednesday    ☐ Thursday    ☐ Friday    ☐ Any day

Name of Parent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX 4

### Parent / carer consent form: Collection by MIGSG sibling

I, \_\_\_\_\_ (*name of parent/carer*)

give my daughter \_\_\_\_\_ (*name of MIGSG sibling*)

Year Group \_\_\_\_\_

permission to pick up her MMPS sibling/s at the end of the day without an adult.

#### Name of sibling/s:

Name: \_\_\_\_\_ Year Group:  
\_\_\_\_\_

Name: \_\_\_\_\_ Year Group:  
\_\_\_\_\_

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Parent/carer name: \_\_\_\_\_

Parent/carer signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **APPENDIX 5**

### **GUIDELINES**

#### **WALKING TO AND FROM SCHOOL ALONE**

There are no laws around age or distance of 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 Y6**

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 to pupils in KS2 we believe that you as parents need to decide whether your child is ready for this responsibility.

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.

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 great safety skills.

#### **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 grandparents or a trusted neighbour). And if that person tries to convince him/her to go with him/her or

tries to physically get close to him/her, then scream, "Help! This is not my Dad" or "Help! This is not my mum" and run away. If they grab them, tell your child to kick, punch and hit as hard as they can.

**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 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 didn't want to do (scream, shout, kick, fight)?
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 school by completing the slip below. ***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 be unacceptable 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 THAT YOU HAVE MADE, PLEASE ENSURE THAT YOU LET US KNOW IMMEDIATELY IN WRITING.**

.....  
**Manchester Muslim Preparatory School**

**Permission for a pupil to walk to and from School unaccompanied  
Person with parental responsibility to complete and return this reply slip to  
school a.s.a.p.**

**Name of Child:** ..... **Year Group:** .....

- I wish to inform you that my child will be walking to and from school on a regular basis.
- I shall notify you immediately should this arrangement change.
- I have read and understood the guidelines and reasonable precautions set out in 'Pupils walking to and from school alone'.

**Signed:** .....

**Date:** \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

**Print Name .....**