



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

FAITH • LEARNING • LIFE

Child Collection Policy

Last reviewed on: August 2026

Next review due by: August 2027

CHILD COLLECTION POLICY

The safety and wellbeing of pupils is of paramount importance to the school. Clear collection procedures are therefore followed to ensure that pupils are released safely at the end of the school day or whenever they leave school during the day.

No pupil will be released from the school's care unless they are handed to a parent/carer or other authorised person or, in the case of an eligible Year 6 pupil, the school has received written parental permission for independent travel in accordance with Appendix 5

Safe Collection

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

EYFS

Nursery and Reception pupils will remain in their classrooms or designated EYFS area at the end of the school day and will be handed directly to their parent/carer, other authorised adult or, where an agreed MIGSG sibling collection arrangement is in place, the named authorised sibling, by a member of EYFS staff.

Parents/carers should enter through the picket-fence gate next to the Year 2 classroom and follow the designated path to the appropriate Nursery or Reception collection point at the rear of the EYFS provision. Nursery and Reception have separate external collection points.

Parents/carers should remain outside the school building while waiting for their child and should not enter classrooms or school corridors unless invited to do so by a member of staff.

This arrangement supports the security of the school building while allowing EYFS staff to maintain regular face-to-face communication with parents/carers at collection time.

The school strongly recommends that Nursery and Reception pupils are normally collected by a parent/carer or other authorised adult so that regular face-to-face communication between EYFS staff and families can be maintained.

Where a parent/carer wishes an older sister attending Manchester Islamic Grammar School for Girls (MIGSG) to collect an EYFS pupil, this may be permitted with prior written parental authorisation and the agreement of the school. The arrangement may be reviewed where the school considers that more regular direct communication with the parent/carer is needed.

KEY STAGE 1

Year 1 and Year 2 pupils will wait in the Year 2 classroom at the end of the school day. The Year 2 classroom has a direct external access door and pupils will be handed directly to their parent/carer or other authorised person by a member of staff. Parents/carers should wait outside at the designated Year 2 collection point and should not enter the school building unless invited to do so by a member of staff.

KEY STAGE 2

Year 3 to Year 6 pupils will line up in the designated collection area with their class teacher at the end of the school day. Pupils will remain under staff supervision until they are collected by their parent/carer or other authorised person, except where a Year 6 pupil has written permission to leave school independently in accordance with Appendix 5. Where a pupil is being collected, staff will only release them when they are satisfied that the person collecting them is authorised to do so.

Once a pupil has been handed over to their parent/carer or other authorised person, responsibility for the pupil transfers to that person. Parents/carers are expected to supervise their child appropriately and ensure that they leave the school premises safely.

As part of the school's safeguarding procedures, pupils will normally only be released to the parent/carer or other person who is authorised to collect them. If someone different is to collect a pupil, a person with parental responsibility must inform the class teacher or school office in advance, either verbally or in writing.

Where the person collecting the pupil is not known to staff, they will be asked to provide the agreed collection password as a means of confirming their identity. The password is recorded by the school as part of the admissions and annual data-update process.

Knowing the correct password does not, on its own, give a person permission to collect a pupil. The school must also have been informed by a person with parental responsibility that the individual is authorised to collect. This applies even where the person is known to members of staff.

Where a change to collection arrangements is communicated to the school office during the school day, the member of staff receiving the message will record the name of the person collecting and check that the collection password is recorded on BROMCOM. Where necessary, the parent/carer will be asked to confirm the password. The information must then be passed to the relevant class teacher.

If the class teacher has not received confirmation of a change in collection arrangements by the end of the school day, the pupil will not be released until the arrangements have been verified with the school office or a person with parental responsibility. The pupil will remain appropriately supervised while this is clarified.

Collection from School during School Hours

Parents/carers should, wherever possible, arrange routine medical and dental appointments outside school hours. Where a pupil needs to leave school during the school day for an appointment, parents/carers should notify the school in advance and provide appropriate evidence of the appointment where available.

Evidence may include, for example, a hospital or clinic letter, appointment card, email, text message or other confirmation. The appointment and authorised absence will be recorded on BROMCOM as appropriate.

Pupils leaving school during the school day must be collected from the school office by a parent/carer or other person authorised to collect them. Pupils will not be permitted to leave the school premises during the school day without appropriate authorisation.

Where someone other than the pupil's usual parent/carer is collecting, the authorised collection and password procedures set out in this policy will apply.

Admission information

When a pupil joins the school, parents/carers will be asked to provide details of the people who are authorised to collect their child. This information will be recorded by the school and used to support safe collection arrangements.

Parents/carers will also be asked to provide a collection password. The password should only be shared with trusted individuals whom the parent/carer may authorise to collect the pupil.

Parents/carers are responsible for informing the school promptly of any changes to authorised collection arrangements, contact details or the collection password so that the school's records can be kept up to date.

Suitable person / Identification of Individuals

Except for the specific MIGSG sibling collection arrangement set out below, no person under the age of 16 may collect a pupil from school.

For Nursery and Reception pupils, the arrangement also requires the agreement of the school.

Pupils who have an older sister attending Manchester Islamic Grammar School for Girls (MIGSG) may be collected by that sister at 3:30pm, provided that the school has received prior written authorisation from a person with parental responsibility. MMPS will supervise the pupil until the authorised MIGSG sibling arrives to collect them.

The school strongly recommends that Nursery and Reception pupils are normally collected by a parent/carer or other authorised adult. Regular face-to-face contact at collection time is particularly important in EYFS and supports effective communication between staff and families. Where an EYFS pupil is collected regularly by a MIGSG sibling, the school may review the arrangement if staff consider that more regular direct communication with the parent/carer is needed.

The arrangement applies only to the named MIGSG sibling authorised by the parent/carer and to the end-of-day 3:30pm collection arrangement. Parents/carers must inform the school promptly if the arrangement changes or is withdrawn.

Parents/carers wishing to use the MIGSG sibling collection arrangement must complete the authorisation form at Appendix 4.

Other safety issues

Once a pupil has been handed over, parents/carers or other authorised collectors are responsible for supervising them and ensuring that they do not enter any restricted or prohibited areas of the school site.

For safeguarding and site-management reasons, parents/carers and pupils are asked to leave the school grounds promptly after collection and not remain on site unnecessarily. This is particularly important around 3:30pm, when MIGSG pupils are also leaving the site.

For safeguarding reasons, parents/carers and other visitors must not use mobile phones while on the school premises during drop-off and collection. This includes taking photographs or videos.

Once pupils have been released to their parent/carer or authorised collector, they must not use the school play equipment or remain playing on the playgrounds. Collection times are particularly busy, with large numbers of pupils and adults moving around the site, and the play areas cannot safely be used for recreational play at this time.

Football must not be played on the school grounds after school. Bikes, scooters, skates and similar equipment must not be ridden or used on the school site. Where brought to school, bikes and scooters must be wheeled until the pupil has left the premises.

Extra-Curricular Clubs Arrangements

Pupils attending school-run extra-curricular clubs must be collected promptly at the stated finishing time by a parent/carer or other authorised adult.

The 3:30pm MIGSG sibling collection arrangement applies only to normal end-of-day collection and does not apply to collection from after-school clubs. Pupils attending a club must therefore be collected by an authorised adult unless the school has expressly agreed an alternative arrangement in advance.

Communication

Good communication between home and school is essential to safe collection arrangements. Parents/carers must inform the school as soon as possible of any temporary or permanent change to their child's usual drop-off or collection arrangements.

Where a different person will be collecting a pupil, the school must be informed in advance in accordance with the authorised collection procedures set out in this policy.

When Children are not collected

Occasionally, exceptional circumstances may prevent a parent/carer from collecting their child on time. Parents/carers must contact the school as soon as possible if they know that they are going to be late and, where necessary, provide details of any alternative authorised collection arrangements.

Where a pupil has not been collected at the end of the school day and the school has received no information about a delay, the following procedure will apply:

1. The pupil will remain safely supervised by a member of staff while reasonable attempts are made to establish the collection arrangements.
2. The school will check for any messages or information received regarding a change to collection arrangements.
3. If the pupil remains uncollected at 3:15pm, they will be taken to the designated supervised waiting area near the school office. This does not apply to pupils authorised for the MIGSG sibling collection arrangement, whose expected collection time is 3:30pm. If the named MIGSG sibling has not arrived by 3:30pm, the pupil will remain supervised and the late/non-collection procedure will apply.
4. The school will attempt to contact the pupil's parent(s)/carer(s) using the contact details held on BROMCOM.
5. If contact cannot be made, the school will attempt to contact the pupil's other authorised emergency contacts.
6. The pupil will remain appropriately supervised at school until a safe collection arrangement has been confirmed. A pupil will not be released to an unauthorised person.
7. If no parent/carer or authorised emergency contact can be reached and the pupil remains uncollected for a significant period, the Headteacher/DSL or DDSL will determine the appropriate safeguarding action. This may include seeking advice from or making a referral to Children's Social Care and/or contacting the police where necessary, in accordance with the school's Child Protection & Safeguarding Policy.
8. A record will be made of the circumstances, attempts to contact the family and the action taken. Where the incident raises a safeguarding concern, this will also be recorded on CPOMS and followed up by the DSL/DDSL.

Following a Late Collection

Where a pupil is collected late on a repeated basis, the school will contact the parent/carer and may issue a written reminder about the importance of punctual collection. Persistent late collection will be reviewed by the Headteacher/DSL and, where appropriate, may be considered as part of the school's safeguarding procedures.

Where a pupil is collected more than 15 minutes late from a school-run after-school club on two occasions, their place at the club may be withdrawn. The school will take account of any exceptional circumstances before making this decision.

APPENDIX 1 - DROP OFF & COLLECTION

DROPPING OFF CHILDREN IN THE MORNING

MMPS Breakfast Club

Parents/carers of pupils attending Breakfast Club may access the school site from 7:30am.

Parents/carers may drive into the staff car park between 7:30am and 7:40am only. After 7:40am, vehicles must be parked off site.

On arrival, parents/carers must use the buzzer at the main gate and accompany their child to Breakfast Club, handing them directly to the member of staff on duty. Parents/carers must use the buzzer again when leaving so that the gate can be opened by office staff.

For safeguarding and site-security reasons, the main gate must be closed securely after both entering and leaving the school site.

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 pupils should be brought to their respective external entrance at the rear of the EYFS provision. Parents/carers should enter through the picket-fence gate next to the Year 2 classroom and follow the designated path to the Nursery or Reception entrance. Pupils must be handed directly to a member of EYFS staff.

KS1

Year 1 and Year 2 pupils will enter the school through the external Year 2 classroom access door, where they will be received by a member of staff.

KS2

Year 3 to Year 6 pupils will enter the school independently through the main entrance (automated glass doors) and proceed directly to their respective classrooms. Parents/carers should remain outside the school building and should not accompany pupils inside unless they need to speak to a member of the admin/office team or have been specifically invited to enter by a member of staff. This helps to maintain site security and ensures that movement through the school remains safe and orderly at the start of the day.

Pupils arriving after the morning drop-off period

Normal morning drop-off ends at 8:25am. Pupils arriving after 8:25am must be accompanied by a parent/carer to the school reception/office so that their arrival can be recorded and they can be directed to class. Pupils who arrive in their classroom by 8:30am are recorded as on time; arrivals after 8:30am are recorded in accordance with the Attendance Policy.

Parents/carers should accompany their child into the foyer only and should not proceed further into the school building unless they need to speak to a member of the admin/office team or have been invited to do so by a member of staff.

Security / Safeguarding / Health & Safety:

Except for the specific Breakfast Club vehicle-access arrangement set out above, parents/carers are not permitted to drive onto or park on the school site.

Parents/carers should park safely and legally in the surrounding area and walk their child to the appropriate school entrance. Vehicles must not be parked or stopped on double yellow lines, across driveways, close to junctions or in any location that causes an obstruction or places pupils, pedestrians or other road users at risk.

Parents/carers are asked to take particular care at the beginning and end of the school day, when there are large numbers of pupils and families arriving at or leaving the site.

COLLECTING CHILDREN AFTER SCHOOL

EYFS

Nursery and Reception pupils will remain in their classroom or designated EYFS area at the end of the school day and will be handed directly to their parent/carer, other authorised adult or, where an agreed MIGSG sibling collection arrangement is in place, the named authorised sibling, by a member of EYFS staff.

Parents/carers should enter through the picket-fence gate next to the Year 2 classroom and follow the designated path to the appropriate Nursery or Reception external collection point at the rear of the EYFS provision. Parents/carers should remain outside the school building while waiting for their child unless invited to enter by a member of staff.

The school strongly recommends that Nursery and Reception pupils are normally collected by a parent/carer or other authorised adult to support regular communication between EYFS staff and families. Where an EYFS pupil has been authorised for the MIGSG sibling collection arrangement, the pupil will remain under MMPS supervision until 3:30pm and will then be released to the named authorised MIGSG sibling.

Where EYFS staff need to discuss a matter directly with a parent/carer, the school may ask the parent/carer to collect the pupil personally or arrange an appropriate time for a discussion.

KS1

Year 1 and Year 2 pupils will wait in the Year 2 classroom at the end of the school day. The Year 2 classroom has a direct external access door and pupils will be handed directly to their parent/carer or other authorised person by a member of staff. Parents/carers should wait outside at the designated Year 2 collection point and should not enter the school building unless invited to do so by a member of staff.

Where a KS1 pupil has been authorised for the MIGSG sibling collection arrangement, the pupil will remain under MMPS supervision until 3:30pm and will then be released to the named authorised MIGSG sibling.

Parents/carers may speak briefly with the class teacher at collection time where appropriate. If a matter requires a longer or more detailed discussion, parents/carers should arrange an appointment with the teacher so that sufficient time and privacy can be given to the conversation.

KS2

Year 3 to Year 6 pupils will line up in the designated collection area with their class teacher at the end of the school day. Pupils will remain under staff supervision until they are collected by their parent/carer or other authorised person, except where a Year 6 pupil has written permission to leave school independently in accordance with Appendix 5.

Where a KS2 pupil has been authorised for the MIGSG sibling collection arrangement, the pupil will remain under MMPS supervision until 3:30pm and will then be released to the named authorised MIGSG sibling.

Parents/carers may have a brief word with the class teacher at collection time where appropriate. However, teachers must continue to supervise the safe dismissal of all pupils, so parents/carers should not engage them in lengthy discussions at this time. If a matter requires a longer, detailed or confidential conversation, an appointment should be arranged with the teacher so that sufficient time and privacy can be given to the discussion.

Extreme weather conditions

During extreme or severe weather, the school may vary the normal collection arrangements where this is necessary to ensure the safety and wellbeing of pupils, staff and families.

KS1

Year 1 and Year 2 pupils will remain safely supervised in the Year 2 classroom and will be handed directly to their parent/carer or other authorised person through the external Year 2 access door.

KS2

Year 3 to Year 6 pupils will remain safely supervised inside the school building until dismissal.

Where weather conditions make the normal outdoor collection arrangements unsuitable, alternative collection arrangements may be put in place. Where reasonably practicable and sufficient notice is available, parents/carers will be informed by text message of any change to the usual collection arrangements.



APPENDIX 2

Child Collection & Password System

To help keep pupils safe, MMPS operates a password system as part of its authorised collection procedures.

What parents need to do

- Provide a collection password for your child using the form below.
- Share the password only with trusted adults whom you may authorise to collect your child.
- Always inform your child's class teacher or the school office in advance if someone different will be collecting your child.

How it works

- Where a person collecting your child is not known to staff, they will be asked to provide the agreed password to help confirm their identity.
- Knowing the password does not, on its own, authorise someone to collect your child. The school must also have been informed by a person with parental responsibility that the individual is authorised to collect.
- If the school is unable to verify the collection arrangements, your child will remain supervised until clarification has been obtained.

Next step

Please complete the password form below and return it to the school office.

HOME ARRANGEMENTS – PASSWORD REQUEST

Name of Child: _____ Class: _____

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

Name of parent/carer with parental responsibility: _____

Relationship to child: _____

Signature: _____ Date: _____

SCHOOL USE ONLY

Date received: _____

BROMCOM updated: ☐ Yes

Updated by: _____



APPENDIX 3

PUPIL COLLECTION FORM

Authorisation of Additional Adult

ACADEMIC YEAR 2026 – 2027

This form should be completed where a parent/carer wishes to authorise an additional adult to collect their child on a regular basis. Once the completed form has been received by the school, parents/carers will not need to notify the school each time that named adult collects on the agreed day(s).

The authorised collector must be aged 16 or over. Where the person is not known to staff, the school may ask for the agreed collection password or other appropriate identification before releasing the pupil.

Parents/carers must inform the school promptly if this arrangement changes or is withdrawn.

This form should not be used for collection by an older sister attending MIGSG; the separate authorisation form at Appendix 4 must be completed for that arrangement.

Name of child: _____ Class: _____

Name of collecting adult: _____

Relationship to child: _____

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/carer with parental responsibility: _____

Signature: _____

Date: _____

SCHOOL USE ONLY

Date received: _____

BROMCOM updated: ☐ Yes

Updated by: _____

APPENDIX 4



AUTHORISATION FOR COLLECTION BY AN OLDER SISTER ATTENDING MIGSG 2026/27

This form should be completed by a person with parental responsibility where they wish their child to be collected at 3:30pm by an older sister who attends Manchester Islamic Grammar School for Girls (MIGSG).

MMPS will supervise the pupil from the end of the normal school day until 3:30pm, when they will be released to the named MIGSG sibling.

EYFS: The school strongly recommends that Nursery and Reception pupils are normally collected by a parent/carer or other authorised adult so that regular direct communication between EYFS staff and families can be maintained. Where this sibling collection arrangement is used for an EYFS pupil, the school may review the arrangement if more regular direct communication with the parent/carer is required.

MMPS pupil

Name of child: _____ Class: _____

MIGSG sibling authorised to collect

Name of older sister: _____ MIGSG Form: _____

Collection days

Please indicate when this arrangement will normally apply:

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

Parental Authorisation

I give permission for the MIGSG pupil named above to collect my child from MMPS at **3:30pm** on the day(s) indicated.

I understand and agree that:

- this arrangement applies only to the **named MIGSG sibling**;
- MMPS will supervise my child until they are released to the named sibling at 3:30pm;
- once my child has been handed over, responsibility for their supervision transfers to the authorised sibling;
- if the named sibling does not arrive, my child will remain supervised by MMPS and the school's late/non-collection procedures will apply;
- I must inform MMPS promptly if this arrangement changes or if I wish to withdraw my permission;
- the school may suspend or decline this collection arrangement where there is a safeguarding or safety concern.

Name of parent/carer with parental responsibility:

Signature: _____ Date: _____

SCHOOL USE ONLY

Date received: _____

BROMCOM updated: ☐ Yes Class teacher informed: ☐ Yes

Recorded by: _____

APPENDIX 5

YEAR 6 PUPILS WALKING TO AND FROM SCHOOL INDEPENDENTLY

MMPS permits Year 6 pupils to walk to and/or from school independently where a person with parental responsibility has given written permission and is satisfied that the pupil has the maturity, confidence and road-safety awareness to do so safely.

There is no automatic entitlement for a pupil to leave school independently. The school reserves the right to discuss or review an arrangement with parents/carers where there are concerns about a pupil's safety, maturity, behaviour or welfare.

Deciding whether your Year 6 child is ready

There is no single age at which every child is ready to travel independently. Parents/carers are best placed to consider their child's maturity, confidence and ability to manage the journey safely. Before giving permission, parents/carers should consider the route to and from school, road and traffic conditions and how their child would respond if something unexpected happened.

Parents/carers should help prepare their child for independent travel by practising the route with them and discussing road safety and what to do if they feel unsafe or need help.

Pupils should be taught to:

- pay attention to traffic at all times and avoid distractions when crossing roads;
- use pedestrian crossings, traffic lights or other safe crossing points wherever possible;
- stop, look and listen carefully before crossing and continue to watch for traffic while crossing;
- avoid crossing between parked vehicles or near bends and junctions where visibility is restricted;
- look out for cyclists, motorcycles and vehicles that may be difficult to hear or see;
- never assume that a driver has seen them, even where they have the right of way;
- go directly to and from school using the agreed route unless a parent/carer has agreed otherwise;
- never go with, or accept a lift from, anyone unless this has been agreed in advance by their parent/carer;
- move away and seek help from a trusted adult or safe place if approached by someone who makes them feel uncomfortable or unsafe; and
- know how to contact their parent/carer and how to call 999 in an emergency.

Before allowing your child to travel independently, you should consider whether they:

1. can be trusted to travel directly between home and school using the agreed route;
2. understand and follow basic road-safety rules;
3. are able to behave sensibly and safely when travelling alone or with friends;
4. know what to do if they become lost, delayed or unsure of the route;
5. know how to respond appropriately if approached by someone they do not know or by anyone who makes them feel uncomfortable or unsafe;
6. know where they could go for help, for example a trusted adult, shop, school or other safe public place;
7. know how to contact you or another trusted adult; and
8. know how and when to call 999 in an emergency.

If you are not confident that your child can manage the journey safely and respond appropriately to unexpected situations, they should not yet travel to or from school independently.

If you decide that your Year 6 child is ready to travel independently, you must inform the school by completing the permission form below. A pupil will not be permitted to leave school independently at

the end of the day unless the school has received written permission from a person with parental responsibility.

Parents/carers must inform the school promptly if this arrangement changes or is withdrawn.

Pupils travelling independently are expected to behave safely and responsibly while on the school premises and when leaving the site. Where the school has concerns about a pupil's safety, behaviour or ability to manage the arrangement appropriately, the school may discuss the arrangement with parents/carers and require the pupil to be collected until the concerns have been resolved.

Manchester Muslim Preparatory School

Permission for a Year 6 Pupil to Travel to and/or from School Independently

This form must be completed by a person with parental responsibility.

Name of pupil: _____

Class: _____

I give permission for my child to travel independently:

- ☐ to school in the morning
- ☐ home from school at the end of the day
- ☐ both to and from school

I confirm that:

- I have considered my child's maturity, confidence and ability to make the journey safely;
- I have discussed the agreed route and appropriate road and personal-safety arrangements with my child;
- I understand that responsibility for my child before they arrive on the school premises and after they have been released from school rests with me; and
- I will inform MMPS promptly if this arrangement changes or is withdrawn.

Name of parent/carers with parental responsibility:

Signature: _____

Date: _____

SCHOOL USE ONLY

Date received: _____

BROMCOM updated: ☐ Yes

Class teacher informed: ☐ Yes

Recorded by: _____