

Lakeside Nursery and Primary Academy



Arrival and Collection Policy

Purpose

This policy outlines the procedures for the safe arrival and collection of pupils at Lakeside Nursery and Primary Academy. It ensures that all children are accounted for, supervised appropriately, and that transitions between home and school are managed securely.

Arrival

- The school gates open at 8.30am and close at 8.40am. Children arriving after this time, will be expected to enter school through the office.
- Staff are on duty at the gates and playground to welcome children and ensure a calm, safe start to the day.
- Children in Reception, key stage 1, and key stage 2 (years 1–5) must be accompanied to school by a responsible adult.
- Children go directly to their classrooms or designated morning activity areas upon arrival.
- The register is taken at 8.45am. Children arriving in the classroom after this time, will be marked as late.

Departure

- The school day ends at 3.15pm.
- Children in Reception and key stage 1 must be collected by a known adult. Staff will only release children to individuals who are expected.
- Children in years 3–5 may be collected by older siblings (aged 13+) or other authorised adults, as agreed with the school.
- Any changes to collection arrangements must be communicated to the school office by 2.30pm on the day.

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Year 6 Independent Travel

- Children in year 6 may walk to and from school independently only with written permission from their parent or carer.
- A signed permission form must be submitted to the school office and will be kept on record.
- Children with permission must arrive and leave promptly, following the school's expectations for behaviour and safety.
- The school reserves the right to revoke independent travel privileges if concerns arise regarding punctuality, safety, or conduct.
- Year 6 children walking home alone will be dismissed from the classroom at 3.15pm and must leave the school site immediately.
- It is the responsibility of parents/ carers to educate their children of the safe routes and crossings to use on the journey and we advise that the children are well- prepared for this before they start walking unaccompanied.

Late Arrivals and Early Collections

- Children arriving after 8.40am must report to the school office and be signed in by a parent or carer.
- If a child needs to be collected early, parents must inform the school in advance and sign the child out at the office.

Safeguarding and Monitoring

- Attendance and punctuality are monitored daily.
- Any unexplained absences or concerns about a child's arrival or departure will be followed up by the Attendance Champion (Mrs Fell) in line with the [Attendance Policy](#).

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Year 6 Independent Travel Permission Slip

I give permission for my child to walk to and from Lakeside Primary School independently. I understand that my child must follow the school's expectations for behaviour and safety while travelling, and that the school reserves the right to revoke this privilege if concerns arise.

Child's Full Name: _____

Class: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____

Please return this completed form to the school office. This permission will be kept on record for the current academic year.