



LONDON BOROUGH OF MERTON  
**Hatfeild Primary School**

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Thursday 9<sup>th</sup> February 2023

Arrangements for collecting children from school

Dear Parents / Carers,

We have recently had a couple of queries around what age children can walk home by themselves, if older siblings can take younger siblings home and who can pick up children from school. Please find attached our Policy on Safeguarding Pupils Walking to and from School Alone. Key points from this policy include-

- Our school policy is that children in Years 5 and 6 will be the only children permitted to walk to or from school on their own. Written permission must be given and these children cannot take home younger siblings.
- Only authorised adults can collect children from school. Authorised adults must be a responsible person aged 14 years or over. The person may be a: Parent/Carer; Family member; Child minder; Neighbour; Someone over the age of 14 who has the parent/carer's written permission to collect the child from school.
- Staff will ensure children are handed over to their authorised adult at the end of the day and will not allow children to go with other parents unless they have been informed in advance. Where another parent/unauthorised adult comes to collect a child, and staff have not been informed-they will not let children leave without checking with their parent/carer first.

We hope that this clarifies the school's arrangements for collecting children at the end of the day, and for more information, please read the attached policy.

Yours sincerely,

Anita Saville and Libby Wright  
Executive headteacher and head of school

