

Broom Barns Primary School



A Guide for Parents

**Children walking to/from
school alone and collection
of children at home time**

Introduction

Parents must take full responsibility and care to ensure that their child arrives safely at school each morning. Where children walk to school it is understood by the school that parents ensure that their child takes the safest route to school as is possible and that they are accompanied to and from school by a responsible adult.

Parents are advised to talk to children about road safety even if children are accompanied to school by an adult.

In year 5 and 6 of Primary School, parents may decide that their child is capable of walking to or from school alone, particularly if they live very close to the school and do not need to cross any roads. The following guidelines set out the school's advice, policy and procedures should parents wish to consider allowing their child to walk to or from school or part of the way (e.g. to the school gate) without an adult.

Definition for purposes of this policy~ Responsible Adult - The parent or an adult known to the class teacher who has been given this responsibility by the parents and school has been informed of this. An adult for this purpose is age 16 and over.

Walking to School Without an Adult

Although it is up to parents' discretion how children travel to school each day, the school recommends that all children in Year 4 and below are accompanied by an adult on the way to school and that Year 5 and 6 children only travel without an adult if the parent is fully satisfied that it is safe for them to do so. Parents/carers are asked to inform the school if their child will be regularly walking to school alone so that a register can be compiled should they not arrive at school at the appropriate time in the morning. **(See Appendix 1)**

Parents/Carers must accept responsibility of informing the school of their child's absence before registration (8.50am).

The school recognises a clear responsibility to contact parents if their child has not attended morning registration and no contact has been made by the parent to the school to inform the school of absence due to illness or other reason. The school will therefore ensure that registers are checked and will then make attempts to contact the parent/carer to ascertain a reason for absence or to highlight that a child has not attended registration.

Contact will be sought with the parent/carer within 1 hour (maximum) of registers being taken and an absence without reason being noted by classroom staff.

Where a child has left their parent with the intention of walking to school but has not arrived and the school has made contact with the parent/carer and an issue of a missing child is therefore noted, the school will immediately contact the police to report a missing child. The school's designated senior person for child protection will then be immediately informed and safeguarding procedures for child protection will be followed. Parents are responsible for informing the school immediately should their child be unwell or otherwise unable to attend school.

Home time

Parents who are collecting children from classes in Reception, Year 1, Year 2, Year 3 and Year 4 should wait near the classroom door and wait for the teacher to call them to collect their child. Parents must not take their child without informing the teacher. It is important that both teacher and child know which adult will be collecting the child at the end of the school day so please inform the school in advance of any changes. If a change is made without informing the school, it will be necessary to contact the parent for confirmation.

Year 4 children are generally trusted to find their parent themselves on the playground. However if a child has special needs or there are particularly safety concerns relevant to a particular child other arrangements can be made. Parents should discuss this with their child's class teacher. Children are regularly reminded that if they cannot find their parent on the playground that they come back into school and should never leave school site.

The school day ends at 3.15pm for Reception, Year 1 and Year 2 children and 3.20pm for Year 3, Year 4, Year 5 and Year 6 children - children are expected to be collected promptly. The school will place any child who is not collected within 10 minutes of the end of the day into the After School Club and a charge will be made to the parent/carer. If this becomes a regular habit, the child will be placed in after school club within 5 minutes of the end of the school day.

Walking Home from School Without an Adult – Year 5 and 6 only

All children from Nursery to Year 4 must be collected at the end of the day by a known adult. Children in Year 5 and 6 may go home on their own only if the parent has made an approved request to the school (see appendix). If the school has concerns about a particular child's ability to travel safely or if the child lives too far away, permission for the child to travel home alone may be refused. Parents therefore must make an informed decision that they are confident that their child is able to walk home sensibly and must be aware that they are responsible for their child's safety on their way from school even when they are not physically present. Parents are advised to consider the following before deciding whether to request permission for their child to walk home alone:

How long is the journey?

- Are there any roads to cross and, if so, does your child know how to cross them safely?
- What time will your child be walking home? (It is recommended that children do not walk home in the dark or in failing light)
- Are you confident that your child is aware of safety rules around stranger danger?
- Does your child have some friends to walk home with? If so, are you confident that they will walk together sensibly?

The school maintains a register of children who have permission to be dismissed by a member of staff at the end of the school day to walk home alone.

If a child has left the school to walk home alone but does not arrive home, the parent should contact the school in the first instant to seek clarification from the responsible adult as to when the child left the school site.

If the parent feels that a period of time has passed and their child has not arrived at home and that this is unusual or causing concern the school recommends that the parent/carer calls the school to report their concern. The school can then offer assistance in using contacts to search for their child. It is recommended that the police are informed if the child is not traced within half an hour of this action being taken or indeed as soon as the parent or school deems police involvement is necessary.

After School Clubs ~ Arrangements and permissions for journeys home for after school clubs will be sought separately as part of the permission to attend clubs.

Appendix 1



Consent Form: Walking to or from School Without an Adult - Years 5 and 6 Only

Person with parental responsibility to complete and return the reply slip to Broom Barns Community Primary School.

Name of child.....In Class 5 / 6

Date.....

Please tick either one or both of the boxes below:

Request permission for my child to **walk to school alone**

- I wish to inform you that my child will be walking without an accompanying adult to school on regular basis.
- I understand it is my responsibility to inform the school of my child's absence before 8.50am.
- I understand that the school will contact me if there are any concerns relating to my child walking to school alone.
- I have taken reasonable precautions aimed at ensuring my child is safe including showing them the safest route, demonstrating the route to them and talking to them about road safety and stranger danger.
- I understand that the school will endeavour to make contact with me on the morning of registered absence if my child is absent from school and no notice (text, phone call or letter) has been received by the school.

Request permission for my child to **walk from school to home alone** (part or all of the way)

- I wish to request permission for my child to walk home from school without an accompanying adult on a regular basis.
- I have taken reasonable precautions aimed at ensuring my child is safe including showing them the safest route, demonstrating the route to them and talking to them about road safety and stranger danger, not allowing them to walk home alone in the dark.
- I understand that the school may refuse permission for my child to walk home unaccompanied by an adult if it is deemed that it is not safe to do so (we will speak to you directly if this is the case).
- I understand that the school will send written confirmation that my child has permission to walk home without an accompanying adult.
- I understand that I have full responsibility for my child's safety if they walk home alone.

Signed by parent/carer.....

Name of Parent/Carer (please print).....

Emergency Contact Number

Address, if different from home address, of where the child will be walking to and on which days (e.g. to a Childminder)

Appendix 2

Head:
Mrs J Currant

Tel:
01438 354913

Broom Barns Primary School
Homestead Moat, Stevenage, Herts. SG1 1UE



Email: admin@broombarns.herts.sch.uk

Deputy Head:
Mrs J Phillips

Assistant Head:
Mrs L Hogan

Date

Dear Parent/Carer,

End of the term - Early Closure

As you are aware, school closes at 1.30pm on the last day of each term (Christmas, Easter and July).

Please sign the consent form below indicating if you give permission for your child to walk home alone on these days and return it to your child's teacher.

Yours sincerely

Mrs Currant

Mrs Currant
Headteacher

✂.....

Dear Mrs Phillips

I give permission for my child.....(child's name) in year 6 to walk home alone at 1.30pm at the end of the terms (Christmas, Easter and July).

Signed.....(Parent/Carer)

Name of Parent/Carer (please print).....