



**DORMER
HOUSE
SCHOOL**

Collection of Children Policy

All parents and carers are required to collect their children from the courtyard. The teacher in charge will shake hands with the pupil on eye contact with the adult collecting.

- If it is not the usual person picking up, it is the parent's or carer's responsibility to notify the school.
- If a parent telephones to authorise collection by a person who is unknown to us, a password must be given to the teacher in charge.

No child will be allowed to leave the premises without **PRIOR** consent.

If a different person calls to collect a child, and the parents have not informed the school of this, then the parent's permission **must** be obtained before handing over the child.

[This policy is monitored by the Headteacher and the Trustees and will be reviewed annually.](#)

Signed

Date: