

Wootton Primary School



Walking To and From School Policy

Date Approved	Body	Review Date
Spring 2026	Local Governing Body	Spring 2028



CHILTERN
LEARNING
TRUST

Title: Walking To and from School Policy

Aims and objectives:

In this policy we aim to:

- Ensure our children are kept safe at drop off and pick up times.
- Ensure all members of our school community are familiar with our expectations at pick up and drop off times.

Policy Into Practice:

Drop Off Arrangements

To ensure a smooth and punctual start to the school day, please note the following:

The gates will open from 8:30am at Harris Way and 8:45am at Bedford Road. The children should arrive at school by

- 8.30am – Reception (Harris Way)
- 8:40am – Year 1 and 2 (Harris Way)
- 8:45am – Years 3 – 6 (Bedford Road)

If parents and carers have children to drop off at both sites, they need to arrive at Bedford Road by 9am when the gates are closed.

This prompt start to the day allows the children to be ready for registration, which marks the start of the day's learning.

Reception, Year 1 and 2 parents and carers are to accompany their child directly to their classroom door. At Bedford Road, parents and carers can drop the children in the front classrooms to their classroom door. For all other children, parents will drop their children at the side gate.

Members of the School Leadership Team (SLT) will be at the gates each morning to welcome both children and parents/carers. Should parents/carers wish to speak with their child's class teacher, they should do this after school. Teachers are busy settling the children and starting the day's learning. Should parents / carers have an urgent message, this should be relayed through a member of the SLT.

If children arrive after the gates are locked, they will need to enter through the main school office to sign in.

The school gates will be locked promptly at 8.50am at Harris Way and 9am at Bedford Road.

Collection Arrangements

As a school, our main priority is keeping children safe. Clear communication between parents and the school is essential, especially when planning home time arrangements.

To ensure everyone gets home safely, teachers will wait to make eye contact with a parent or carer before dismissing each child. Should a different person be collecting a child at the end of the day, parents / carers must have informed the school first. If the child is collected by someone who is unexpected, parents / carers will be called and the child will not be allowed to leave until collection arrangements have been confirmed. Older siblings are permitted to collect their sibling from school if they are in Year 9 or above. Parents must inform the school of this arrangement.

Leaving School Independently - Year 5 & 6

At Wootton Primary, we permit Year 5 (and Year 6 from September 2026) children to walk to and from school on their own, provided we have received prior written permission from a parent or carer. Without this permission, we cannot release any child unless an appropriate adult is present to collect them.

Mobile Phones

Children who walk to and from school independently, are allowed to bring a mobile phone to school, should parents and carers wish. Children must ensure it is turned off and handed to their class teacher at the start of the day. The phone will be kept securely until the end of the school day. Only basic handsets (non-smartphones) are permitted for safety reasons.

Late Collection

We understand that unforeseen circumstances can occasionally cause delays. If parents or carers are going to be late collecting their child, they must telephone the

school office. If there is a significant delay, the child may be placed in After School Club and parents/carers may be charged.

If a child remains uncollected after 30 minutes and no contact can be established with any person on the contacts list, the school is required to follow safeguarding protocols. This may involve contacting the Integrated Front Door at Bedford Borough or the Police.

School Car Parks

To ensure the safety of everyone in our school community, the school car parks are strictly for staff and official visitors only. The roads around the two school sites become very busy during drop-off and pick-up times, so we kindly ask that parents and carers walk where possible and if driving is necessary, we expect all drivers to prioritise the safety of our pupils by parking legally and considerately. At Bedford Road, please use the Safer School Route, by parking in the village hall and walking across the rec.

Bikes and Scooters

We strongly encourage all families to walk, scooter, or cycle to school as part of a healthy and sustainable routine. For the health and safety of everyone on school grounds, please ensure that bikes and scooters are dismounted before entering the school premises. Bikes and scooters must be named and parked sensibly.

Dogs

We kindly ask that no pets be brought onto the school site, with the exception of guide or assistance dogs.

Monitoring and Review:

This policy will be reviewed every three years by the Local Governing Body.

Signed **Date**