

Non-Collection of Pupils Policy

This policy applies to all pupils at Mayfield Preparatory School, including all pupils in the Early Years Foundation Stage.

This policy is designed to give staff guidance in the rare cases that a pupil is not collected at hometime by a parent/carer.

Hometime – Main School

Gates opened at 3.00pm to allow access for parents/guardian.

All pupils from Kindergarten up to Lower III are collected by parent/guardian at 3.30pm from:

- Kindergarten - the courtyard accessed via the Kindergarten cloakroom door
- Transition – the main school front door
- Form I - the door by the staffroom
- Lower II & Form II – the Millennium Block door
- Upper II & Lower III – the main school playground.

Pupils should inform staff that they can see their parent/guardian so staff aware they are leaving.

Staff ensure that all pupils are collected by the appropriate adult.

After 10 minutes, if pupils are not collected, then they are taken to After School Club and the School Office notified, who will then call to notify the parents.

Parents/guardian must notify the School Office if their child is being collected by a non-family member. The School Office will notify the member of staff dismissing the pupil. Then this is recorded in the Dismissal Book kept in the School Office. If the School Office has not been notified and a non-family member arrives to collect the pupil, then the parent/guardian must be contacted immediately to gain their permission for the non-family member to collect the child and then this is recorded in the Dismissal Book.

Parents/guardian may not bring their cars down the school drive, or onto the staff car park.

Any pupils collected by taxis need to supply written request from parent/guardian to Headmaster. They wait by the School Office and are collected by taxi driver under supervision of member of staff on duty. The taxi driver's ID is required.

Pupils who attend after-school clubs should be collected from the Main School front door or from the Hall of the Olympians for sports clubs, or LAMDA from the Nursery building or from the Art room door if the club is in the Art room.



If a pupil is due to be collected at 4.45pm or 5.45pm from After School Club and has not been collected, then parents/guardian must be contacted to arrange pick up. If parents/guardian or emergency contacts cannot be contacted, then Headmaster or highest-ranking member of SLT should be notified. Social services will then have to be contacted to take charge of the pupil and attempt to return to parents/guardian.

Hometime - Nursery and Pre-Nursery

Pre-Nursery and Nursery children are picked up by parent/guardian at 3.15pm from Nursery and Pre-Nursery classrooms

Pre-Nursery and Nursery children are collected by their parent/guardian from the class carpet. A member of staff is on duty at the exit door.

Children have sight of parent/guardian before they leave through the door.

There is an up-to-date list in every classroom detailing how the children are to go home and with whom. This is reviewed each year and maintained with up-to-date contacts when parents/guardian make any changes. All changes are made in writing.

Parents/guardian must notify the School Office, or Pre-Nursery or Nursery directly if their child is being collected by a non-family member. Details are recorded in the Nursery/Pre-Nursery Dismissal Book. The person collecting the child will then sign the Dismissal Book. If the School Office, Pre-Nursery or Nursery has not been notified and a non-family member arrives to collect the child, then the parent/guardian must be contacted immediately to gain their permission for the non-family member to collect the child and then he/she must sign the Dismissal Book.

Children who remain after 3.30pm are taken to After School Club until parent/guardian picks up their child.

If a child is due to be collected at 4.45pm or 5.45pm from After School Club and has not been collected, then parents/guardian must be contacted to arrange pick up. If parents/guardian or emergency contacts cannot be contacted, then the Headmaster or highest ranking member of SLT should be notified. Social services will then have to be contacted to take charge of the child and attempt to return to parents/guardian.

Under no circumstances will staff go out to look for parents/carers or take the child home or take the child to their own home.

Reviewed on: September 2025

Review date: September 2028

Head Teacher : Matthew Draper

Chair of Governors : Ed Ng

