



Coagh Primary School

Pick Up Policy

Policy Updated- November 2025
Review of Policy- September 2028

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Pick Up Policy

School Guidelines

In the interest of the children's safety, it is important that everyone in school is clear about pick-up/collection routines and therefore we ask for your support in following the guidelines below:

- It is important that your child fully understands who is collecting them from school each day.
- Your child's class teacher should be informed of any change to the normal daily pick-up arrangement.
- If you are unavoidably delayed please phone the school office and let us know ASAP and we will take an appropriate course of action.
- Please advise your child that, if you do not arrive, he/she will be brought back into school by a member of staff and they will wait in 'Fun Club' or 'Homework Club' until you arrive. This will reinforce what we are telling them in school and will avoid unnecessary worry.
- In the interests of the children's safety, to avoid the potential for accidents and to ensure access for emergency vehicles, the zig zag lines must be kept clear and the school car park should not be used for collecting children unless a prior arrangement has been made with the Principal.

It is the policy of the school that children in P1-P3 classes should be collected by an adult unless agreed through discussion with the Principal.

Consent Form for Collection of Child

At the beginning of each school year a consent form must be completed for every child that gives a list of names of adults authorised to collect that child from school.

Included on the form is a section which gives consent for a child from P4-P7 to walk home from school.

Child going home for lunch

All pupils are encouraged to stay in school and enjoy their lunch/dinner as this helps promote and develop their social skills. However, we understand that there are times when pupils will have to go home for lunch/dinner during the school lunch time. When this is the case the Parent/Guardian must inform the school office outlining the arrangements and confirming these by signing/dating the document.

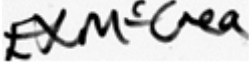
Consultation, Monitoring and Evaluation


The effective implementation of this policy will be monitored by the Principal, the staff at Coagh Primary School and the Board of Governors.

The policy will be reviewed every 3 years and in line with guidance issued by relevant bodies such as the Department of Education etc.

This policy was discussed with staff at a staff meeting on 10th November 2025 and adaptations made.

The Board of Governors discussed this Policy at a Meeting on 25th November 2025 and ratified.
It was signed by the Chairperson of the Board of Governors.

Signed: 
(Chairman of Board of Governors)

Signed: 
(Principal)

Date: 25th November 2025

Appendix 1- Consent Form for Collection of Child at pick up time

Name of Child (Please Print) _____ Today’s Date _____

Parent/Guardian Signature _____

No one will be permitted to pick up your child if their name is not listed below unless the school office is informed by parent/guardian.

Parents/Guardians who are authorised to pick up my child from school

1. Parent/Guardian (Please Print) _____ Mobile phone: _____

Address: _____ Post Code: _____

2. Parent/Guardian (Please Print) _____ Mobile phone: _____

Address: _____ Post Code: _____

Person(s) other than Parents/Guardians who are authorised to pick up my child from school

1. Name (Please Print) _____ Mobile phone: _____

Address: _____ Post Code: _____

Relationship (Please circle): Grandparent Relative Family Friend Day care Provider Other

2. Name (Please Print) _____ Mobile phone: _____

Address: _____ Post Code: _____

Relationship (Please circle): Grandparent Relative Family Friend Day care Provider Other

3. Name (Please Print) _____ Mobile phone: _____

Address: _____ Post Code: _____

Relationship (Please circle): Grandparent Relative Family Friend Day care Provider Other

4. Name (Please Print) _____ Mobile phone: _____

Address: _____ Post Code: _____

Relationship (Please circle): Grandparent Relative Family Friend Day care Provider Other

Appendix 2- Consent to let my child walk home from school at pick up time



Coagh Primary School

31 Urbal Road, Coagh, Cookstown, BT80 0DW

Consent Form for P4-P7 Pupils to Walk ‘Home’ after School (2025/2026)

Parent/Guardian (Please Print) _____

Mobile phone: _____

Address: _____

Post Code: _____

Consent to let my child who is in P4-P7 walk home from school at 3pm

The NSPCC has stated that ***‘Children under eight years old can’t judge the speed and distance of moving vehicles. They still need help when crossing roads.’***

I have read the above statement and I am aware of the risks involved in allowing my child to walk home from school and I give consent that _____ (Child’s Name) is allowed to walk home at the end of the school day.

Parent/Guardian Signature: _____ Date: _____

If you wish to discuss arrangements for P1-P3 Pupils please speak with the Principal

Details of any pick up arrangements that may be different from those already detailed in this form eg
Pupil A is walking to Spar Carpark on a Thursday and will be collected by their Granny B or Pupil A is at afterschool football club on a Wednesday and I allow my child to walk home at 4pm.

Parent/Guardian Signature: _____ Date: _____

**** Please contact the school office if arrangements change throughout the year ****