



Runnymede College Drop-off and Collection Policy and Procedures

Morning Drop-off

- All pupils may be dropped off using the drive-through area. From term 3, this includes Pre-Nursery to Year 1 pupils who may be dropped off from 8:30am, then designated staff will receive and accompany them.
- Pre-Nursery to Reception pupils may be accompanied to their classroom by parents, carers, or older siblings*. Classroom doors open at 8:50am.
- Years 2 and above may walk onto campus independently or be accompanied to the top playground by parents, carers, or older siblings* which will be supervised from 8:00am.
- Senior School pupils may go directly to their form rooms in the Founder's building, arriving no later than 8:45am (Registration at 8:50am).

Afternoon Collection

- Pre-Nursery to Year 6: Pupils must be collected at 3:50pm from designated collection points by an authorised parent, carer, or older sibling*.
- Years 7 - 8: Pupils may leave independently, with parental permission.
- Senior School pupils may leave independently.
- Pupils attending ECAs should be collected at the designated meeting point by an authorised parent, carer, or older sibling*.

General Guidelines

- Pupils using the bus service will be taken care of by school staff to ensure their safe arrival and departure.
- Parents and carers must visibly display their access cards on campus at all times. Those without a card must sign in at the gate and collect a visitor's card.
- Turnstiles will be open during peak drop-off and collection times. When closed, parents and carers must swipe their cards for access.
- If a child is going to be collected by someone other than a parent or a registered carer, the form tutor and school office should be informed by the child's parent.
- Late arrivals, early collections and absences must be communicated via the Parents Portal by submitting a leave request prior to the start of the day.
- Any changes to bus arrangements should be communicated to the school office before 2pm.
- Parents and carers should avoid using / displaying their smartphones on campus unless absolutely necessary.

*** (Year 7 or above, with parental permission)**