



END OF DAY PROCEDURES

Collection of children at the end of the school day

At the beginning of the school year, a form (appended) is distributed to the parents/carers of all children, giving information on who will normally be collecting their child at the end of the school day. If for any reason, a child is being collected by somebody else on a particular day or if there are any changes, parents/carers are advised to contact the school office.

For children in Key Stage 2 (Classes 3-6), we also ascertain whether children will be collected or will walk home unaccompanied by an adult.

If there is any doubt as to arrangements for a child on any given day (eg after-school provision, school bus, clubs, unexpected adults arriving to collect), parents/carers must be contacted to confirm arrangements before the child is allowed to leave the care of school staff.

Reception Class, Class 1 and Class 2

Children from Reception Class, Class 1 and Class 2 are collected from the entrances to their classrooms. Teachers and Teaching Assistants are given an updated list weekly, outlining which children are using the school bus or attending clubs/after-school provision on any given day.

Any child not collected immediately at the end of the school day will be brought back into school. The school's Uncollected Child Procedure will be followed.

Parents/Carers are asked to inform the school as soon as possible if they anticipate being delayed.

Class 3, Class 4, Class 5, Class 6

At the end of the school day the children will be led out class by class by a member of staff. Parents collecting children wait at the gate leading into the lower playground, including those who collect their children by car. This allows staff to ensure that children have been met by an adult as expected, and if not, can be brought back into school by staff.

Any child not collected immediately at the end of the school day will be brought back into school and the school's Uncollected Child Procedure followed.

Mr S Joyce

Reviewed: June 2019

Next review: Summer 2020

END OF DAY PERMISSION SLIP

ALL PUPILS

Name of Child..... Class.....

Please nominate the person who is to collect your child on a regular basis

Named Nominee.....

Signed by Parent/Carer..... Print.....

KEY STAGE 2 (CLASSES 3-6) PUPILS ONLY

Name of Child..... Class.....

I give/do not give my child permission to walk home from school unaccompanied by an adult.

Name of Parent/Carer..... Signed.....