



Start and End of the School Day Procedure

December 2023

Next Review date: Autumn Term 2025

Drop Off and Collection Information

KEY PRINCIPLES

- Class Teachers are responsible for the orderly dismissal of pupils from their classrooms.
- Class Teachers must be sure that pupils' leaving arrangements are **SAFE**.
- Class teachers **must** track and observe the pupil physically meeting their parent/carer (one pupil to be dismissed and tracked at a time)
- Teaching Assistants will support PPA teachers in the dismissal of the class as they are familiar with the adults collecting
- Class Teachers will not allow children to leave with **unknown** persons.
- Children **in Years 5 & 6** are only allowed to walk home alone with written permission from parents and agreement from the Headteacher or one of the Assistant Heads that they are safe to do so
- Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent on or before the day.
- Where a person other than a child's parent/carer is collecting a child from school – school **expects** to be informed.
 - When children start in Early Years Foundation Stage, parents need to make the teacher aware of who will be collecting the child each day.
 - Parents in EYFS provide a password on their admissions form that can be used by a different to normal person collecting.
 - Passwords are stored in the main school office.
 - Staff must contact the office via phone to confirm the password for a particular child **before** releasing the child.
 - Where a person different to the one that usually collects is sent to pick up a child – school needs notification as they **will not** release a child to an **unknown** adult or to another parent and this person must have the password that we have on file for the child.
 - Parents in KS1 and KS2 are asked to provide a password for collection of their child if being carried out by an unknown person. This supports the safe collection of the children. Where a password has not been provided, the school office will contact parents to seek further information and consent to release their child. A child will not be released if we cannot make contact with their parent or if we have not heard from the parent in advance.

We appreciate that it can be frustrating if you/another person has to wait for a password check, however, safeguarding is our priority and we will always follow our procedures.

