



## END OF DAY POLICY Archibald First School

### End of the Day

The school day ends at 3.15 pm although this does not mean children will always be exiting school at exactly 3.15pm. Children will exit from agreed doors. If you are unsure which door your child will exit from you should ask your child's class teacher. The following protocols are in place for the end of the day:

### Procedures for sending children home (general)

- Teachers/adult in charge will escort their own class out of school every night.
- Any changes to pick up arrangements must be recorded before start of school day, using the yellow slips available from the school office and left with school office staff. Emergency/last minute changes can be made by telephone to the school office by parent or guardian. Parents are requested to give as much notice as possible.
- All children not collected within 5 minutes will be brought to the late table in the small hall.
- Children must not be sent to the adult collecting them until they are close to the children's exit point and the adult in charge has made eye contact with the adult. It is imperative that the adult in charge sees the child go to the designated adult.
- School rules still apply to children waiting with their parent or carer in the playground.
- If a supply teacher is responsible for a class, TA's will assist them dismissing the children.
- Only adults-aged 16 years and over and with suitable identification will be authorised to collect children.
- If an adult who is not expected arrives to collect a child, they **must not** take them until permission has been obtained from the child's parent.
- In an emergency a parent/carer may telephone the school office who will complete a yellow slip on their behalf and inform the teacher.

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### Procedures for sending children home (Year group specific)

#### EYFS (Nursery & Reception)

- In Nursery and Reception, children will be passed directly over by a member of staff to the parent/carer/child minder collecting. If your child is being collected by another family member or friend, please complete the yellow change of pick up arrangements slip so staff can look out for the appropriate adult.
- **Child minders** – will collect children in alignment with parents.
- **After School Clubs (Ventures Out and Captain Teds)** - After school club staff will collect children from the Early Years (Nursery/Reception). A member of staff will sign the children out of school into the care of Venture's Out and Captain Ted's.
- It is the parent's responsibility to inform the After School Club AND School of any changes to end of day arrangements. Unless the school is informed, all children on the list will be signed out to the appropriate After School Club. Parents and carers will then have to collect their child from the After School Club staff.

#### Key Stage 1 (Year 1&2 children)

- In Year 1 and 2 children will be passed directly over by a member of staff to the parent/carer/child minder collecting. If your child is being collected by another family member or friend, please complete the yellow change of pick up arrangements slip so staff can look out for the appropriate adult.
- **Child minders** – will collect children from the yard as with parents.
- **After School Clubs (Ventures Out and Captain Teds)** – Ventures Out staff will collect children who are on their after-school club list from the Year Group classrooms. Children attending Captain Teds will be sent to the small hall to be collected by the Captain Ted's staff. A member of staff will sign the children out of school into the care of Venture's Out and Captain Teds.
- It is the parent's responsibility to inform the After-School Club AND school of any changes to end of day arrangements. Unless the school is informed, all children on the list will be signed out to the appropriate After School Club. Parents and carers will then have to collect their child from the After School Club staff.

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### Years 3 & 4

- Children will be allowed to find their parents on the playground. If their parents are not there, they will wait with the class teacher until they arrive.
- **Child minders** – will collect children from the yard as with parents.
- **After School Clubs (Ventures Out and Captain Teds)** - Ventures Out staff will collect children who are on their after-school club list from the Year Group classrooms. Children attending Captain Teds will be sent to the small hall to be collected by the Captain Ted's staff. A member of staff will sign the children out of school into the care of Venture's Out and Captain Teds.
- It is the parent's responsibility to inform the After-School Club AND school of any changes to end of day arrangements. Unless the school is informed, all children on the list will be signed out to the appropriate After School Club. Parents and carers will then have to collect their child from the After School Club staff.

### Clubs

If a child is attending a club, it is automatically assumed they will be collected by a parent/carer. If this is not the case parents must inform school of the arrangements, they wish for their child. A register will be taken at the beginning of each club, at the end of each club the adult collecting children must sign them out. As with the end of the day, late collection procedures will be followed 5 minutes after the end of the club.

### Late Collection/Uncollected Children

In the event of a child not being collected at the end of a session, the school wishes to cause as little distress as possible to the child and to the family. At the same time, the school needs to ensure the health and safety of the child is not put at risk.

If a child is not collected at the end of a session the procedure will be as follows:

- The child will be accompanied to the late table in the small hall where the member of staff will alert administrative staff.
- The register will be checked for any information regarding collection of the child.
- If no information is available, attempts will be made to contact parents/carers at home or at work as appropriate.
- If above is unsuccessful, attempts will be made to contact emergency numbers on the registration form.
- Attempts will be made to contact the parents/carers in any other reasonable way e.g. another parent.
- **Staff will not allow the child to leave school with anyone other than those specified by parents.**
- If staff are in any doubt about the safety of the child, the child will remain in the care of the staff. There will be a member of staff with the child at all times.

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- If necessary, the child will be offered refreshments.
- If none of the above procedures are successful, and no one arrives to collect the children within half an hour of the end of the school day the school will contact Social Services to inform them that we have an uncollected child on the premises.
- School maintains a clear record of late collections and reasons.

### **Monitoring and Review**

This policy was reviewed and agreed by the Governing Body. We are aware of the need to review the End of day Policy regularly. The policy will be formally reviewed every 3 years by the Leadership Support Committee or earlier if triggered by an incident.

**Adopted by Governors: Spring 2019, Updated Spring 2020**

**Date of next review: Autumn 2022**