End of the Day Procedures Policy

Adopted September 2026
Review September 2027

St Anne's Primary School
End of the Day Procedures Policy

Introduction

Under Section 175 of the Education Act 2002, Local Authorities and Schools have a duty to safeguard and promote the welfare of children. This duty includes making arrangements for Safeguarding children not collected at the end of a school day, or at the end of a school activity which is authorised by the school.
The policy's protocol will be brought to the attention of parents/carers, in writing, when their child starts school. It will also be communicated to all parents/carers intermittently through the school year, via the school newsletter.
On admission of their child to the school or afterschool club, parents/carers should supply:

- names and full addresses of each parents/carers (along with confirmation of parental responsibility)
  home, work and mobile telephone numbers of each parent / carer
- The emergency contact details of two people who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

This information should be updated annually or whenever circumstances change.
It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately when an arrangement changes or it becomes apparent that the person collecting the child may be late.
The school also requests that parents give written confirmation if their child is allowed to walk home alone.

School Hours

9.00am to 12.10pm – Foundation Stage and Key Stage 1 (Reception, Years 1 and 2)
9.00am to 12.20pm – Key Stage 2 (Years 3, 4, 5 and 6)
1.15pm to 3.15pm - Foundation Stage, Key Stages 1 and 2

It is the responsibility of parents/carers to ensure that their children are punctual.

Procedure for coming into school

The school gate and infant and junior doors open at 8.45am. Children should come straight into school and go to classrooms with their teachers. Children should not come to school before 8.45am as we cannot accept responsibility for them before this time. Children should enter the school by the appropriate infant and junior doors. Children **should not play on any of the fixed equipment** at this time as our risk assessment states that they must be supervised by school staff.
The school gate will be locked during the school day. It will be open from 8.45-9.05am and 3.00-3.25pm.

Arrangements for children going home

- Parents must complete a collection register at the beginning of each year to identify who is authorised to pick the child up
- If a child is going to be picked up by an adult other than those specified on the collection register then the school office must be informed. Please do not inform other members of school staff as messages may not be communicated appropriately. If you wish the school office to pass on a message to the class teacher this needs to be done by 3.00 pm
- Reception, KS1 and lower KS 2 (yr 3 and 4) must be collected.
- Children in Year 5 and Year 6 may walk home on their own or be collected by an adult or older sibling. Written confirmation is needed if a child is to walk home alone.

- Children **should not play on any of the fixed equipment** at this time as our risk assessment states that they must be supervised by school staff.
- Each year group will be brought out to the playground by a member of staff. They will line up in designated year group areas. Children must remain in line until they are handed over to the adult collecting them. The member of staff in charge will adhere to the collection register.
- Parents/carers should make themselves visible to the member of staff to aid collection.
- Once the child has been handed over they are the responsibility of the adult collecting.

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After school clubs

- The same policy applies for after school clubs if (most clubs finish at 16.15)
- Please note that if arrangements on a day change and your child will not be attending an after school club you must let the school office know. If your child normally walks home on their own they will not be allowed to do this unless you have informed the school.

The School's Designated Person for Child Protection/Safeguarding will keep a record of incidents where parents/carers have been unable to collect a child from school or are late or might not be able to fully explain their reason for being late. If the School notices patterns in late collection, or repeated incidents; a meeting with the Headteacher will be arranged to look at ways to address the situation. If the school has any concerns about a child's safety and welfare as a result of repeated late collection, it will be considered to be a safeguarding issue. The School would take steps prescribed in its Child Protection/Safeguarding Policy, and/or consult the Tameside Multi Agency Safeguarding Hub (MASH) Team for advice

Please also see the 'Pupil Walking Home Alone Protocol' from Victorious Trust, adopted by all schools within the Trust.