

# GREAT SANKEY PRIMARY SCHOOL



## END OF DAY POLICY



*'Together We Learn and Grow'*

## **At Great Sankey Primary School, the safety of children is always paramount.**

Our policy with regard to children leaving school at the end of the day is as follows:

- Children in Foundation Stage, KS1 and KS2 must be collected by an adult at the end of the school day or after school clubs.
- Children in UKS2 (Y5 & Y6) will be permitted to leave the premises unaccompanied if permission has been given by the parents or carers in a form of a letter / email addressed to the school unless the parent informs the teacher that they want to collect their child.
- Children in our Foundation Stage or KS1 must be collected by a named person that is on that child's 'authorised to collect list.' Parents are also requested to contact the school, through email, a phone call or write a note in their child's planner informing the teacher if there is a change to the normal pick up routine.
- Parents, can if they wish, add names of people they have agreed to be able to collect their child from school at any point but a form must be completed.
- Children not collected/not allowed to walk home alone will wait at the school office and staff will call parents to ask them to come and collect their children.
- Parents who continue to collect their children more than 10 minutes after the end of the school day will be asked to meet with the class teacher or a member of the Senior Leadership team, to discuss a way of avoiding this in the future. If this persistently occurs then a charge equivalent to the rate for link club may be made.

If a child is not collected and school has tried all contacts:

- School will make contact with parents in the first instance or other family/friends that parents have provided as a second, third or fourth contact.
- School will make contact with Education Safeguarding team and / or the police to report the incident and advise that attempts have been made to contact family/friends. Advice will be provided to the school on action to take.
- Where appropriate, a social worker from The MASH (multi agency safeguarding hub) Team will undertake a home visit and make contact with police for assistance. If appropriate the social worker will collect the children from school should attempts to contact parents be unsuccessful.