



**HOLYCROSS**  
CHURCH OF ENGLAND  
PRIMARY SCHOOL

<b>POLICY NAME:</b>	<b>End of School Day Procedures</b>
<b>DATE AGREED:</b>	<b>August 2025</b>
<b>REVIEW DATE:</b>	<b>August 2028</b>

## **END OF THE SCHOOL DAY PROCEDURE**

Staff should only allow a child to leave with an adult who is identified as the parent, relation or another named responsible person (where permission has been given to collect a child). The member of staff releasing the child should have 'eyes on' (seen) the adult collecting before allowing the child to leave.

Adults who are not recognised as being a person who usually picks up should be approached by a member of staff in the first instance. Staff should check

Who they are (name and what relation)

Who they are picking up (child's name to be given)

Who has asked them to pick up (child's parent or legal guardian name to be given)

Staff should always see whether the child recognises the person picking them up and ask them for their name and what relation they are.

The school office will notify all staff via a message in the register when another adult other than the parent is picking a child up. This notification will also be in a YELLOW book which is left on the OFFICE DESK daily for all staff to refer to.

The school office will notify all staff via a message if a parent has called to advise they will be late arriving to pick up. If a message has not been received from the office a member of staff should check this is right before releasing the child.

Any children going to club need to be escorted by a member of staff to club.

A member of staff is on duty by the gate, this person has knowledge of most parents / adults who collect from school and has checked if there are any messages written in the yellow book. The yellow book is left on the school office desk at the end of each day and accessible by all.

If a parent is late picking up, the child/ren should be taken to wait in the main reception area of the school where they will be supervised by a member of staff. All staff members should keep a note of the time a child is collected and recorded onto CPOMs alerting all the DSL's. If a child is still waiting to be collected after 10 minutes, please refer to the procedures for a Child Not Collected from School.

## **END OF CLUB PROCEDURE**

These follow the same format as the end of day, most clubs are run by members of staff, or established sport coaches (often supported by members of staff).

All new sport coaches are to be supervised across the first weeks when children are being collected.

Collection of pupils by older siblings (11-16) to walk to the car

Pupils may be collected by older siblings, where deemed responsible enough by the parent. A member of staff on the gate should ensure they have got to the parent waiting in the car. In other circumstances of collection, this needs to be agreed by the senior member of staff on site and by the parent.