



END OF DAY PROCEDURES POLICY

UPDATED OCTOBER 2017

- Parents to kindly wait to speak to the class teacher at the end of the day until all children have been collected
- **Year 6** children can walk home on their own, with permission from parents/carers
- **Year 6** will leave school slightly later at **3.20pm** to avoid how busy it is on the exit door
- **Year 5** children can walk home on their own, with permission from parents/carers
- **Year 1 to Year 4** children and all other year groups **must be collected** from someone appointed by the parent/carer who is above secondary school age (Year 7 upwards). School needs to know the appointed person who will be responsible for the collection of your child/ren
- Could **Year 1** parents kindly encourage the children to be independent and leave them at the classroom door at the beginning of the day
- **Nursery and Foundation Stage** to be collected by an appointed person who is 16 or over
- Could **Nursery** parents please not come onto the carpet with their children, as we need to settle them all as soon as possible, morning and afternoon please
- Could parents not come into school and/or bring pushchairs, unless they have an appointment
- Ex-pupils are welcome to visit between 3.15 and 3.30pm and enter through the Main Entrance

The Governing Body reviews this policy every year. The Governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

This policy will be reviewed in September 2018.

Signed _____ Headteacher Date _____

Signed _____ Chair of Governors Date _____