



Hemingford Grey
SCHOOL

**PROCEDURES FOR
RELEASING CHILDREN AT
THE END OF THE SCHOOL
DAY**

Date policy was last reviewed and approved: **February 2017**

HEMINGFORD GREY PRIMARY SCHOOL

Procedures for releasing children at the end of the school day

Telephone calls received from a parent/carer to advise that children are being collected by an adult other than the parent/carer are taken by the office and reported to the teacher.

Telephone calls received from a parent/carer advising that children eligible for LA transport are being collected rather than travelling via LA transport are passed to the teacher.

Key Stage 1 children are released directly to parents/carers (or the person collecting them) by the teacher.

Key Stage 2 children are advised to meet their parents/carers (or the person collecting them) in the playground but if they are not there, the child must return to their teacher and advise them.

Should no one arrive to collect a child, the office staff will telephone home to ask for further advice.

The child is to wait in the entrance hall for their parents/carers to collect them supervised by office staff until 3.45pm.

If the child is still waiting at 3.45pm, a further telephone call to parents/carers is to be made by office. The Phase Leader, Deputy Headteacher or Headteacher are to take over supervision of the child until 4.30pm. If no contact is made with the parents/carers by 4.30pm, the Phase Leader, Deputy Headteacher or Headteacher are to contact Cambridgeshire Direct Contact Centre/Out-of-Hours team to seek advice. In exceptional circumstances, staff are to refer to more detailed guidance in *CCC Protocol for dealing with children not collected at the end of the school day*.

No child should be transported in a staff car except in exceptional circumstances when the Headteacher (or Deputy Headteacher) will assess the risk of doing this.

The school's expectation is that all children must be collected at 3:15pm unless in exceptional circumstances. If an exceptional circumstance arises, a telephone call must be made to the school office as soon as possible to let them know that you are not able to collect your child at 3:15pm. Parents who are repeatedly late in collecting their child will be contacted by the Head Teacher to ascertain the reasons and will be advised to book a place in the after school club or make other arrangements for their child.