



Hemingford Grey
SCHOOL

PROCEDURES FOR RELEASING CHILDREN AT THE END OF THE SCHOOL DAY

Date policy was last reviewed and approved:	February 2016
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HEMINGFORD GREY PRIMARY SCHOOL

Procedures for releasing children at the end of the school day

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

Telephone calls received from parents 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 (or the person collecting them) by the teacher.

Key Stage 2 children are advised to meet their parents (or the person collecting them) in the playground but if they are not there to return to their teacher and advise them. Should no one arrive the office staff would telephone home to ask for further advice.

Child to wait in entrance hall for parents to collect supervised by office staff until 3.45pm.

If child still waiting at 3.45pm, further call to parents/carers required by office. Phase Leader, Deputy Headteacher or Headteacher to take over supervision of child until 4.30pm. If no contact made with parents/carers by 4.30pm, Phase Leader, Deputy Headteacher or Headteacher to contact Cambridgeshire Direct Contact Centre/Out-of-Hours team to seek advice. In exceptional circumstances, staff 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.

Parents who are repeatedly late, will be contacted by the Head Teacher to ascertain the reasons and advised to book a place in the after school club if they are unable to meet the deadline of 3:30pm pick up.