



DITTON PRIMARY SCHOOL END OF DAY PROCEDURE

At Ditton Primary School we do all that we can to ensure the safety of our children. Our policy with regard to children leaving school at the end of the day is as follows:

- Children in Reception, Year 1, Year 2, Year 3 and Year 4 must be collected by an adult at the end of the school day or after school clubs.
- Children in Year 5 and 6 will be permitted to leave the building unaccompanied at 3.10pm if the parent provides written permission. Separate permission will need to be given if children in Year 5 and 6 are to walk home unaccompanied after an after school club.
- 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 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 pastoral leader and then the assistant headteacher or headteacher, to discuss a way of avoiding this in the future. If this occurs more than 3 times in any half term period, then a charge equivalent to the rate for link club will 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 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.