

Policy on end of day procedure.

In order to ensure that they pupils are safe at the end of the day the following protocols are in place:

Infant site:

- No child will leave the premises unless accompanied by an adult who has permission to take the child home
- Children will only be sent home with a friends parent if the school has had permission- verbal (a telephone call from the child's parents) or written (email or note).
- Children will only be put on the bus if they have a bus tag. If they do not have a bus tag, they will stay in school, supervised by a member of staff, until they are collected.
- If a child is attending a club, they will do so regardless of if their bus tag is on or not: clubs take precedent over bus tags.
- If you do not wish your child to attend a club on a particular day, you must inform the school, especially if they are on the bus.

Junior site

- Children will only be sent home with a friends parent if the school has had permission- verbal (a telephone call from the child's parents) or written (email or note).
- Children will only be put on the bus if they have a bus tag. If they do not have a bus tag, they will stay in school, supervised by a member of staff, until they are collected.
- If a child is attending a club, they will do so regardless of if their bus tag is on or not: clubs take precedent over bus tags.
- If you do not wish your child to attend a club on a particular day, you must inform the school, especially if they are on the bus.
- Children are allowed to walk to the Green, if their parents have given written permission. If the parent is not at the Green, the child needs to return to school where they will wait for their parent to collect them.
- Children are allowed to walk home, if their parents have given written permission.
- Unaccompanied children will be marked off on a register when they leave the premises.

Please note:

From mid November to mid January, following an after school club, no child will be allowed to leave the premises unaccompanied: parents will be informed, in the news letter, of the specific dates. The Governors and Senior teachers in the school feel that the roads are too dark for children to be walking alone. Local traffic is aware of the timings for normal end of day but will not be expecting children to be walking, in the dark, alone, after 4pm.

Mrs K Price

Then for those parents who are allowing their child to walk home unaccompanied:

I have read and understood the above procedures.

I give permission for _____ to walk home unaccompanied.
I have explained the dangers of walking alone in the dark to my child/ children. I take full responsibility for them leaving the school alone, following an after school club.

_____ (signed)

_____ (date)