



Going Home Procedures

Children are only to be released to their parent/carer or another named adult. Every class will be issued with a list of parents/carers or named adults to check against. Named adults can only be added to the list by a parent/carer through the school office so it can be logged onto our records system.

If the member of staff releasing the class does not recognise the person collecting a child then they may ask the child or the adult to confirm the name. This will be cross-referenced against the issued list.

If a different person, who is not on the parent/carer or named adult list, is due to collect a child then the school office or class teacher must be informed by a parent/carer only. This message cannot be accepted from a pupil. A password must be given to the school and quoted by the person collecting the child before the child can be released.

If the message comes through the school office then a yellow slip will be sent to the class in the register box. The slip will confirm the name of the child, the name of the person collecting (and relationship if applicable) and the password.

If the member of staff is in any doubt then they will not release the child. If the school office or class teacher cannot confirm the arrangements then the parent/carer will be contacted for confirmation.

Friends of parents/carers can only collect children if the parent has contacted the school to give permission, even if they are known to the child or member of staff.

Year 5 and 6 pupils may walk home unaccompanied if a form has been completed by the parent/carer at the school office.

Year 5 and 6 pupils can walk home from clubs/events if it has finished by 4:30pm. Children must be collected if the finish time is any later.

Whenever possible we will release children in the normal manner from the usual place.

E.g. if parents/carers are in school for an event, they will be asked to leave the building and collect their child from the regular place rather than directly from the event.

Our pupils' safety is our top priority.

Thank you for your patience as we release them safely.

Release Times: EYU 3:00pm, Key Stage 1 3:10pm, Key Stage 2 3:15pm