



**End of the School Day
Policy**

Reviewed October 2020

KILMORIE
PRIMARY SCHOOL

Rationale

Kilmorie Primary School has a responsibility to keep children safe whilst they are at school and promote the welfare of these children as described in the school's Safeguarding (Child Protection) Policy. This policy also includes making appropriate arrangements to protect children from abuse or neglect.

The majority of parents and carers of children at the school ensure that they are collected from school on time at the end of the school day. However, there are a small number of parents who are frequently late to collect their children or who fail to make timely satisfactory alternative arrangements for their child(ren) to be collected from school on time. Children who are not picked up promptly at the end of the school day are taken to the school office and wait there until picked up. Office staff oversee and care for late-collected children. They also spend considerable time and effort in trying to contact parents to find out why the child has not been collected, any alternative arrangements and when someone will arrive. This means that they are unable to undertake their normal duties at this time.

The school also has a policy for children who are allowed to walk home on their own or are being picked up by an adult other than their parent or carer.

Objectives

- To ensure that parents are aware of their responsibilities to collect children on time at the end of school or at the end of After-School Clubs
- To help prevent children from becoming distressed or feeling neglected because they have been 'left behind' when everyone else has gone home
- To encourage parents and carers to collect their children on time by the introduction of a charging regime as a penalty for late collection of children
- To enable office staff to carry out their normal duties efficiently
- To ensure that parents are aware of the school policy for children walking home on their own or being collected by an adult other than their parent/carer

Late Pick Up Arrangements

Under Section 457 of the Education Act 1996 and relevant Regulations the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity.

The governing body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and also when those times are varied for a specific event, school trip or date. It also accepts that occasionally a school trip or event may overrun and mean that a class returns to school after 15.30.

The governing body has decided that, except in emergency situations, where children are not collected from the school within fifteen minutes after the school day or after school activity ending, a charge will be made to the child's parent or

carer.

The school accepts that a variety of emergency situations can arise due to unforeseen circumstances. Notification must be given to the school as soon as the situation arises or when collecting the child, however if a child is picked up late on more than three occasions a charge will be made.

End of school day

- School finishes at 15.30
- Teachers remain in the playground with children until 15.40
- At 15.40 teachers take uncollected children to a member of senior management at the school gate
- Uncollected children are taken to the School Office at 15.45
- If parents have not contacted the office every attempt will be made by office staff to make contact
- The names of children picked up late and the time of pick up are recorded in the late book by office staff and a slip issued to parents when they arrive
- A late collection, following 3 other incidents of late collection, will be charged from 15.45 at the rate of £5 for every 15 minutes. The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection
- The senior leadership team monitor how often children are picked up late and will ask parents to meet with them if this becomes a cause for concern

After school clubs

- The same policy applies for after school clubs if children are picked up late (most clubs finish at 16.30)
- Please note that if arrangements on a day change and your child will not be attending an after school club you must let the school office know. If your child normally walks home on their own they will not be allowed to do this unless you have informed the school.

Non-Collected Children

- School will make every attempt to contact parents/carers. If this is not successful after 30 minutes they will try the emergency numbers supplied by the family
- Under no circumstances are the staff to look for the parent, nor do they take the child home with them.
- If there has been no contact by 17.00 and no-one has arrived to collect the child, the school will contact Children and Social Care and provide the name, date of birth and address of the child; the names of the parents/carers and their contact numbers plus any other relevant information regarding the child and their family. Children and Social Care will advise the school and where necessary take responsibility for tracing the parent(s)/carer(s).

Arrangements for children going home

A majority of children are picked up by their parents or carers at the end of the school day.

- If a child is going to be picked up by an adult other than their parent then the class teacher must be informed. If you wish the school office to pass on a message to the class teacher this needs to be done by 3.00 pm
- Nursery, Reception and Key Stage 1 children must be collected by an adult

- Key Stage 2 children may be collected by older siblings or an adult
- Children in Year 5 and Year 6 may walk home on their own. A letter will go out at the start of each academic year asking parents for their permission for this to happen

Wrap Around Care

Please refer to Kilmorie Wrap Around Care policies for late pick up arrangements.

COVID-19 Addendum

All of the above still applies, however, timings will change depending on the variation made to different year groups. The length of time the school will wait before making contact with the child’s emergency contact on file or Children and Social Care will remain the same and be calculated from the time that year group’s day ends. The length of time before charges are incurred will also remain the same and be calculated from the time the year group’s day ends.

Current timings are as follows:

Year	Start of day	End of day
Reception	09:00	15:30
Year 1	09:00	15:30
Year 2	09:00	15:30
Year 3	08:45	15:15
Year 4	08:45	15:15
Year 5	08:30	15:00
Year 6	08:30	15:00

