

**Dismissal of pupils at the end of the school day**

**KEY PRINCIPLES**

* Class Teachers are responsible for the orderly dismissal of pupils from their classroom and playground at the end of the day.
* Class Teachers must be sure that pupils’ leaving arrangements are **SAFE.**
* Class teachers **must** track and observe the pupil physically meeting their parent/carer (one pupil to be dismissed and tracked at a time)
* Teachers and support staff will support cover teachers in the dismissal of the class as they are familiar with the adults collecting
* Class Teachers will not allow children to leave with **unknown**persons.
* Children are only allowed to walk home alone with written permission from parents and agreement from the headteacher that they are safe to do so
* Where changes to a child’s normal pattern of home time occurs, the school expects to be informed by the parent on or before the day.
* Where a person other than a child’s parent/carer is collecting a child from school – school **expects** to be informed.
  + - When children start in Early Years, parents need to make the teacher aware of who will be collecting the child each day.
    - Where a person different to the one that usually collects is sent to pick up a child school needs notification as they **will not** release a child to an **unknown** adult or to another parent; in these cases the school will contact the parent for permission to release the child before doing so.

We appreciate that it can be frustrating if you/another person has to wait for us to check, however, safeguarding is our priority and we will always follow our procedures.

This guidance will be followed for the dismissal of pupils from after school activity clubs also.

This does not apply for Stripes our after- school childcare. (See separate collection procedures)