



BLETCHINGLEY VILLAGE
PRIMARY SCHOOL

Aiming high • Working together • Achieving our best

Dismissal from School Policy

Aims:

- To ensure the safety of pupils at the end of the school day
- To clarify the responsibilities of parents/carers and staff regarding the safety of children

Principles

- We believe that the safety of the children should be the first concern of all adults who care for them.
- We believe that children should be taught to take an increasing share of responsibility for their own safety as they go through the school, so that they are well-equipped to make sensible choices for themselves at secondary school and beyond.

Practice

- Infant children (Nursery to Year 2 inclusive) are always handed over to their parent/carer by the member of staff who accompanies them to the playground, usually but not always the class teacher.
- Parents/carers are expected to inform class teachers or office staff if children are to be collected by anybody other than themselves.
- Parents may complete a permission slip allowing specific relatives and friends to take a child home without explicit notification being necessary.
- Staff will telephone the parent/carer if a friend/relative offers to take a child home when this has not been arranged in advance and they are not included on the permission slip.
- If a person not known by the school arrives to collect an infant child, staff will make a phone call to the parent/carer to check their identity before releasing the child.
- No infant child is expected to be allowed to walk home on their own.
- Children who travel by taxi are accompanied out to the playground by SLCN Centre staff, and handed over to their taxi driver. Identification is always checked if there is a different driver.
- Junior children (Years 3 to 6) are dismissed from their classroom, although teachers may walk down to the playground at the end of the day. Children are expected to know who is collecting them, and are taught to go to a member of staff if their parent/carer is not there. They are also taught to go to a member of staff if they are not comfortable about the adult who has arrived to collect them.

- Any child who has not been collected will be taken to wait outside the main office until their parent/carer arrives. Teachers ensure that the office staff know that they are there. The office staff will contact the parent/carer if they have not arrived by 3.30 p.m.
- Children attending clubs make their own way to the club at the end of the school day. The adult leading the club takes them to the main entrance, where they are handed to their parent/carer, or dismissed if they have permission to walk home on their own.
- Junior children may walk home on their own if the parent/carer has provided written instructions to this effect.
- If school staff have concerns about a parent/carer's decision to allow a junior child to walk home on their own, especially a younger junior child, they will discuss it with the parent/carer, although it is ultimately the parent/carer's decision.
- If there is a need to make special arrangements for children because of child protection issues, school staff will liaise directly with the parent/carer concerned to put an agreed procedure in place. This will be shared on a need-to-know basis, including any supply staff who may take the class.

Monitoring

- This policy is monitored informally on a day to day basis.
- Any incidents or potential incidents would be reported to the Governing Body and the Local Education Officer as appropriate.
- Policy and practice will be reviewed in the light of any incidents or potential incidents, and any necessary or appropriate adjustments will be made.