



Dismissal from School Guidelines

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:

EYFS/KS1 children (Nursery to Year 2 inclusive)

- Children are always handed over to their parent/carer by the member of staff who accompanies them to the playground. This is usually, but not always, the class teacher. The class teacher and the child must see the parent/carer before the child is released to go to them.
- Parents/carers are expected to inform class teachers or office staff if children are to be collected by anybody other than themselves. This can be verbally or in writing.
- If a person other than the parent/carer arrives to collect an EYFS/KS1 child without parents informing the school, staff will make a phone call to the parent/carer to check their identity before releasing the child.
- No EYFS/KS1 child is expected to be allowed to walk home on their own.
- Parents will inform the school, in writing, if an older sibling (aged 16 or above) is to collect the child.

LKS2 (Year 3-Year 4)

- Children are dismissed from their playground and parents/carers are expected to meet them there. Children are expected to know who is collecting them and must inform the class teacher when they see the adult that is collecting them. The child must not leave the playground and go to their parent/carer without informing 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. This can be verbally or in writing.
- If a person other than the parent/carer arrives to collect a child without parents informing the school, staff will make a phone call to the parent/carer to check their identity before releasing the child.
- No Y3 or Y4 child is expected to be allowed to walk home on their own.
- Parents will inform the school, in writing, if an older sibling (aged 16 or above) is to collect the child.

UKS2 (Year 5 – year 6)

- Children may walk home on their own if the parent/carer has provided written instructions to this effect. Permission is for the child to leave the school grounds without the supervision of a parent/carer. The arrangements from there are between the parent and the child and not the responsibility of the school staff to monitor.
- Children without permission to leave the premises unsupervised will be dismissed from the playground as per LKS2 arrangements.

General information

- Any child who has not been collected will be taken to wait outside the main office until their parent/carer arrives. Teachers will wait with the child and contact the parent/carer. If contact cannot be made, the teacher will try all contact numbers available on the child's information page.
- The school will contact Kirklees Safeguarding Board/Police 1 hour after the expected collection time if no contact has been made with any adult on the list.
- Children attending clubs make their own way to the club at the end of the school day. The adult leading the club dismisses them from the prearranged

place. Parents will have been informed of this via the club letter.

Arrangements remain as above for all year groups.

- 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

- The implementation of these guidelines is monitored informally on a day to day basis.
- The guidelines will be reviewed in the light of any incidents or potential incidents, and any necessary or appropriate adjustments will be made.