

Fairisle Junior School: End of Day Procedures

At 3.15pm parents are responsible for ensuring their children leave school safely. The school recommends that all children are collected from the playground by their parent/carer.

Any other arrangement a parent may make remains the parent's responsibility.

Year 3

- The children must be collected. They will be handed over directly from a member of staff, usually the child's class teacher, to the parent or parent's representative. This can be an older sibling, relative or family friend. If the member of staff is unsure of who is collecting the child, they will make reasonable enquiries to check the child is safe to go home.

Year 4

- The teacher will lead the class out on to the playground. The teacher will not dismiss each child individually, but will be present to ensure the general wellbeing of the children and there as a point of contact for waiting adults or children.

Year 5 & 6

- The children are responsible for leaving the class independently. The children should know their collection arrangements or if they are allowed to leave the premises alone.

If a child is not collected at school, they can wait at the school office for a short period of time. However, this should only happen in emergency situations.

If a child attends a club it is their responsibility to ensure they attend that club regularly. They must make the staff member running the club aware if they are unable to attend. If a child does not attend a club as expected staff members will make reasonable enquiries as to the whereabouts of the child.

If an adult has parental responsibility they are entitled to collect their child. However, if a court order exists prohibiting collection by any adult, the school requires a copy of the court order in order to fulfil its statutory obligations.

Where a child has additional needs this procedure may need variation.

September 2022