

Fairisle Junior School

End of Day Collection and After-School Supervision Procedures

1. Purpose

The purpose of this procedure is to ensure the **safe, consistent and well-managed dismissal of pupils** at the end of the school day and during after-school provision. It sets out clear expectations for staff, parents/carers and pupils, and supports the school's safeguarding duties.

2. General Principles

- The school day ends at **3.15pm**. Children must be collected on time. • From this point, responsibility for pupils transfers to **parents/carers**, unless the pupil is attending a supervised after-school activity.
- The school strongly recommends that pupils are **collected by a known and authorised adult**, particularly for younger year groups.
- Any alternative arrangements made by parents/carers (including independent travel home) remain their responsibility and must be appropriate to the pupil's age, maturity and individual circumstances.
- Staff will always act in the **best interests of the child** and may delay release where there are safeguarding concerns.

3. Year Group Dismissal Arrangements

Year 3

- All Year 3 pupils **must be collected by an authorised person**. • Pupils will be handed over directly by a member of staff, usually the class teacher.
- Authorised collectors may include a parent/carer, older sibling, relative or family friend.
- Where there is any uncertainty regarding collection, staff will make **reasonable checks** before releasing the pupil.
- If your child's usual collection arrangements change please inform us.

Year 4

- The class teacher will lead pupils onto the playground at dismissal time. • Pupils will not be dismissed individually; however, the teacher will remain present to:
 - Oversee general pupil wellbeing
 - Act as a point of contact for parents/carers

- Respond to any concerns about collection arrangements
- Parents/carers assume responsibility once pupils have left staff supervision.

Year 5 and Year 6

- Pupils are expected to leave the classroom and school site **in line with arrangements agreed with parents/carers.**
- Parents/carers are responsible for ensuring that pupils permitted to leave independently are:
 - Developmentally ready
 - Clear about expectations
 - Aware of safe routes and behaviours

4. After-School Clubs and Activities

- Where a pupil is registered to attend an after-school club, the school retains a **duty of care** until the pupil is collected or leaves the site in line with agreed arrangements.
- Staff will ensure pupils who are expected to attend clubs are **appropriately directed** at the end of the school day.
- A register will be taken by the club leader at the start of each session. • If a pupil who is expected to attend does not arrive, staff will **immediately make reasonable enquiries**, which may include:
 - Checking classrooms and playground areas
 - Liaising with the school office
 - Contacting parents/carers if required
- Parents/carers must inform the school in advance if their child will not be attending a scheduled club.
- Pupils will not be permitted to leave the school site unexpectedly without appropriate checks and confirmation.

5. Uncollected Pupils

- If a pupil is not collected at the end of the school day, they will be supervised in the school office for a **short period of time.**
- Staff will make reasonable attempts to contact parents/carers or emergency contacts.
- This arrangement is for **exceptional circumstances only** and should not occur routinely.
- Persistent late collection may be followed up in line with safeguarding and attendance procedures.

6. Parental Responsibility and Legal Orders

- Any adult with **parental responsibility** is legally entitled to collect a child. • Where a court order restricts or prohibits collection by an individual, the school must be provided with a **copy of the official documentation**.
- Without formal documentation, the school may be required to allow collection.

7. Pupils with Additional Needs

- Pupils with additional needs, disabilities or safeguarding considerations may require **adjusted dismissal arrangements**.
- Any variations will be agreed with parents/carers and relevant professionals and recorded appropriately.

8. Monitoring and Review

- This procedure will be reviewed periodically to ensure it remains compliant with safeguarding guidance, including Keeping Children Safe in Education. • Staff are expected to follow this procedure consistently and report any concerns to senior leaders.

Approved: March 2026