



Start and End of School Day Policy

Updated: Jan 2025

To be reviewed: Jan 2027

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EQUALITY SCHEME EQUALITY IMPACT ASSESSMENT FOR START AND END OF SCHOOL DAY POLICY		
Staff / Committee involved in development:	Health Safety Committee; Headteacher	
For use by:	Staff, Governors and Parent/Carers	
This policy relates to statutory guidance:	Keeping Children Safe in Education 2017	
Key related Farndon Policies:	Safeguarding Policy Site Security Policy	
Equality Impact Assessment: Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan, and attach.		
Groups:	Yes/ No	Positive/Negative impact
Disability	No	
Race	No	
Gender	No	
Age	Yes	Older pupils have responsibility to walk home alone
Sexual Orientation	No	
Religious and Belief	No	
Gender Reassignment	No	
Marriage & Civil Partnership	No	
Pregnancy & Maternity	No	
Other	No	
Reviewed by	Leadership and Management	
Agreed by	Full Governors	
Next Policy review date	Jan 2025	
A copy of this form, and any related impact assessment form or action plan must be sent to the school office		

Aim

The aim of this policy is to ensure that all children arriving at school or leaving the school grounds (and therefore the school's care) at the end of the school day do so safely and in the correct manner as agreed between the child's parents/carers and the school.

Start of the School Day

At Farndon, the pupil entrance side gates open for pupils at 8:45am. A member of staff will be present at the gate to ensure pupils make their way into school safely and to take any messages from parents should they not wish to come on site.

Children make their way to the classroom door and go in straight away. A member of staff will be in the classroom waiting and a table task will be organised for them to engage in as they wait for all their classmates to arrive.

Parents have the option of dropping off at the gate or walking onto site with their child and taking them to the classroom door. Parents are encouraged to leave the site via the opposite gate. We ask that parents arrive before 8:55am. It is at this time that the gate will close. Any arrivals after this time should go to the main office to be allowed entry via the main front door.

Parents and children in Year 1 follow the same procedures as Pre School (see below).

Pre-School

Parents come down the same path as the other children. On arrival, they press the green button at the gate to the Pre-School outside area. This links to the phone within Acorns and a member of staff presses the door release button. Once in the building, they are signed in. Parents are then asked to leave via the opposite gate and leave down the pedestrian path.

Leaving the School Grounds at the end of the day

We ask parents / carers to be prompt, when collecting their child at the end of the day. School finishes at **3:30pm**. The pupil entrance gate is opened at 3:20pm and so to stagger release the Year 1 pupils and Reception will open their doors and start to release from 3:25pm. All other classroom doors will open from 3:30pm to release the children to an adult. If another adult is to collect a child either temporarily or permanently, we ask parents to contact the school office. If for any reason there is an unavoidable delay, parents are asked to contact the school and wherever possible try to arrange for someone else to collect the child.

The school retains the right to seek parental permission before sending home a younger child with someone:

- Who is not known to the school
- When the school have not been informed of alternative collection arrangements
- When the school are not certain that the person collecting the child is over 13
- When the school feels that that they are placing the child in an unsafe situation, e.g. if the person collecting appears to be under the influence of a substance (alcohol/drugs). In this incidence the school retains the right to contact the police or social care.

Parents and carers are asked to meet their children outside of the classroom doors. It is the school's policy that children must be collected by an adult if in EYFS and Years 1 – 4. Reception children are collected on the lower playground. Year 1 are collected from their outside space area. Year 1/2 and Year 2 teachers dismiss pupils through their side doors and ensure they are handed over to an adult

on the upper playground. Junior children are dismissed onto either the left upper or right upper playground from their classroom doors. Teachers release the pupils when they see the responsible adult. Children who are registered for FACE are dismissed first and make their way to the hall with an adult. Teaching assistants in the Infants take the children down to where FACE is being held.

If children are attending an after-school club, the children are dismissed at the side gate (not the front entrance and into the car park). An outside light has been installed for when it is dark at 4:30pm. A member of staff supports any outside agency practitioners when handing pupils over to their parents / carers. The club letter states on the reply slip whether they are to walk home (Year 5 and 6 only), be collected or go into FACE.

Where a child has not been collected, a member of staff will bring them to the school office. Firstly, we check if they are in a club or in FACE. If not, we then contact the contacts held on file and the child waits on the chair in the corridor opposite the office.

At the start of each academic year parents/carers of children in Year 5 and 6 will be issued with a letter requesting permission to send the child home without adult supervision.

Returned letters will be kept by the class teacher for reference during the year. Class teachers will inform any supply cover teachers/PPA teachers of children's arrangements to avoid any confusion at the end of the day.

No child will be allowed to leave unaccompanied without a permission letter. Should a child say they are allowed to go home alone who has not returned a letter the school will make every effort to contact the parent/carer. Where this is not possible, then the school may have to call the police/social care as a last resort, if the child remains uncollected. It is the duty of parents to ensure that the school has the most up – to -date contact phone numbers.

Children in Key Stage 2 are ordinarily not permitted to collect and take home younger siblings without parental supervision but schools will consider this on a case by case basis, taking into account the maturity of the child and the route home that they would take.

The school is not obliged to agree to a child walking home unaccompanied by a parent/carer/known adult if we feel it is not in the child's best interests. In such an instance the class teacher will discuss this with the child's parent/carer.

All parents will be informed of the existence of this policy through the first school newsletter each academic year. They will have access to it on the school website.

Review of the Policy

This policy will be reviewed bi-annually and updated where necessary.

Signed

Date: 04/01/25

Signed: 