

Watling Street Primary School

Policy/Procedure for pupils who are not collected at the end of the school day.

In order to ensure the safe hand over of pupils at the end of the school day we have updated our pupil collection procedures.

- Staff are on duty until 10 minutes after the school day has finished for pupils (the school day ends at 3.15 and staff are on duty until 3.25)
- Pupils in the Early Years Unit are handed over to named carers
- All other staff release their pupils from the school playground. Pupils tell their teacher when they can see the person they are going home with.
- Only adults named on the collection sheet will be able to take pupils. A telephone call to a parent/carer will be made if an adult arrives to collect a pupil and the school has not been notified of a change. The pupil will not be released to the adult until the school have received confirmation from the parent/carer.
- Please ring the school office to inform us if you are going to be late collecting children - 01543 452320
- Staff will make every effort to contact (by telephone) the family or carer of any pupil who is not collected
- If no contact is made with an adult on the pupil contact/collection list by 3.45pm (30 minutes after school closes), the most senior member of staff on site will make contact with Social Services
- A decision about whether to contact the police will be made after discussion with social services and at least one other member of staff
- A record of events will be kept in the pupil's file

Thank you for your cooperation.

L Powell