

WENTWORTH CHURCH OF ENGLAND JUNIOR AND INFANT SCHOOL



GOING HOME POLICY

Collection of Children

- Children are not allowed to leave the school premises during school hours unless collected and accompanied by parents or other designated adults (i.e. for hospital appointment). These children should be signed out by the designated adult in the pupil book that is located in reception.
- At the end of the day all children will be accompanied to the KS 1 or KS 2 entrance by the class teacher. Pupil who are catching the bus will be accompanied by a staff member via the back door.
- Children who are to be collected should be collected from the main playground
- All Children who are allowed to go home alone **must have written permission** from parents.

Uncollected Children

- All children are informed not to leave the school grounds at the end of school on their own if they are usually collected.
- These children must be accompanied by the class teacher to the School Office.
- The class teacher will ask the School Administrator to contact the parents.
- They will then wait in the Reception Area behind the security door until collected.
- If the child has not been collected, and parents/carers cannot be contacted by 5pm the Head teacher should be informed, by 6pm the Head teacher will contact Social Services if no relative can be contacted.

Health & Safety Policy

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- The School needs to be informed if a different person is going to collect children, or if parents are unavoidably delayed, so that the children can be informed of the change in circumstance.

Effective Date

This policy became effective in summer 2014, will reviewed in summer 2016.