

BROOMFIELDS JUNIOR SCHOOL



END OF DAY POLICY

September 2025

At Broomfields Junior School the safety of the children is always paramount.

Our policy with regard to children leaving school at the end of the day is as follows:

- Y3 children to be picked up by an adult or older sibling of at least Y6 age from the playground. Class teachers will bring them out to this area.
- Y4 children to be picked up by an adult or older sibling of at least Y6 age from the playground. Class teachers will bring them out to this area.
- Y5 and Y6 teachers will walk their classes out to the front of school by the Y6 building.
- Y5 and Y6 can meet their adult within the school grounds, can leave the school grounds unaccompanied to meet their adult outside the school premises, or walk home if that is what parents would prefer.
- If, as a parent / carer, you **do not** want your **Y5 or Y6 child** to leave the school premises without an adult, then you will state this on the link that is sent to parents at the beginning of the school year. This link will be similar to the information in Appendix 1.
- Children not collected on time will wait at the school office and parents will be phoned.
- Parents who continue to collect their children more than 10 minutes after the end of the school day will be asked to meet with the class teacher or a member of the Senior Leadership team, to discuss a way of avoiding this in the future. If this persistently occurs then a charge, equivalent to the rate of link club, may be made.

If a child is not collected and school has tried all contacts:

- School will make contact with parents in the first instance or other family/friends that parents have provided as a second, third or fourth contact.
- School will make contact with the Education Safeguarding team to report the incident and advise that attempts have been made to contact family/friends. Advice will be provided to school on action to take.
- Only if necessary, a social worker from the multi-agency safeguarding hub will undertake a home visit and make contact with police for assistance. If appropriate, the social worker will collect the child from school should attempts to contact parents be unsuccessful.

Appendix 1

End of Day Arrangements:

Y5 and Y6 children only

Child's name:..... Class:.....

Child's name:..... Class:.....

Child's name:..... Class:.....

I **would not** like my child to leave school premises without an adult. They must stay on the school grounds until someone comes to collect them.

My Y5/6 child will walk to the playground to meet me as I am picking up a younger sibling and do not wish for my Y5/6 child to leave the premises. (Please delete if this is not applicable).

Signed:.....(Parent / Carer)