



End of School Day Dismissal Policy and Procedure

1. Purpose

The purpose of this policy is to ensure that all children are dismissed safely and consistently at the end of the school day, and that every child leaves the school site with a parent, guardian, or a nominated responsible adult.

2. Scope

This policy applies to all staff, pupils, parents/carers, and nominated adults involved in end-of-day dismissal arrangements for:

- Holly Class (EYFS)
- Hazel Class (Year 1)
- Pine Class (Year 2)
- Willow Class (Year 3)
- Beech Class (Year 4)
- Maple Class (Year 5)
- Oak Class (Year 6)

3. Safeguarding Principles

- The safety and welfare of children is paramount.
- Children must only be released to adults who are known to staff or have been formally nominated by the parent/carer.
- Staff must remain vigilant at all times during dismissal and follow school safeguarding procedures.

4. Responsibilities

4.1 School Staff

- Ensure children are dismissed according to the procedures outlined in this policy.
- Positively identify the adult collecting each child before handover.
- Challenge any unfamiliar adult and follow verification procedures.
- Ensure no child leaves the school site unaccompanied unless prior written permission has been provided and approved by the school.
- Record and report any concerns or incidents in line with safeguarding procedures.

4.2 Parents/Carers

- Arrive on time for collection.
- Inform the school in advance of any changes to collection arrangements.
- Ensure nominated adults are known to the school and, where required, can provide identification.

5. Dismissal Procedures by Class

5.1 Holly Class (EYFS)

- Children will exit the school through the **Purple Gate**.
- A member of staff will hand each child directly to their parent, guardian, or nominated adult.
- Staff must visually identify and confirm the adult collecting each child before release.
- Children will not be released until a responsible adult is present and confirmed.

5.2 Hazel Class

- Children will leave the school through the **Hazel Class Gate**.
- The same safeguarding expectations apply as for Holly Class.
- Staff must ensure each child is collected by a known parent, guardian, or nominated adult.
- Children must not leave the site independently unless previously authorised.

5.3 Pine Class

- Children will exit their classroom via the **Conservatory Door**.
- The same expectations apply as for Holly and Hazel Classes.
- Staff must confirm the identity of the collecting adult before allowing the child to leave.
- All pupils must leave the site accompanied by a parent or nominated adult unless written permission has been granted.

5.4 Willow Class (Year 3)

- Children will exit the school through the **Library Door**.
- A member of staff will hand children directly to their parent, guardian, or nominated adult.
- Staff must identify the collecting adult before the child is released.

5.5 Beech Class (Year 4), Maple Class (Year 5) and Oak Class (Year 6)

- Children will exit the school through the **Ramp Door**.
- Children will stand on the ramp **with a member of staff** until their parent, guardian, or nominated adult is identified.
- Once the adult has been visually identified by staff, children may then leave with their adult.
- Staff must remain present to supervise and ensure all children leave safely.

5.6 Independent Dismissal – Year 6 Only

- Children in **Year 6 (Oak Class)** may be permitted to walk home independently **only with explicit written permission** from their parent/carer.
- A record of permission will be kept by the school.
- Any child without permission must follow the standard collection procedures outlined above.

6. Identification of Collecting Adults

- Staff should use their knowledge of families to identify collecting adults.
- If an adult is unknown, staff must request confirmation and check against the school's records.
- If there is any uncertainty, the child must not be released until the situation is clarified with a senior member of staff.

7. Late or Non-Collection

- If a child is not collected on time, they will be supervised by a member of staff.
- Parents/carers will be contacted using the emergency contact details held by the school.
- Persistent late collection may be monitored and addressed in line with school procedures.

8. Changes to Collection Arrangements

- Parents/carers must notify the school as early as possible of any changes.
- Changes should be made in writing or via an agreed communication system.
- Verbal messages passed via children will not be accepted.