



END OF THE DAY POLICY

Canon Barnett Primary School

September 2022

To be reviewed: September 2025

Signed by COG:
date:07.10.22

Sarah Jane Bellerby

Canon Barnett Primary School

End of Day policy

	Where?	By Whom?
Nursery	Nursery	Class teacher TA if teacher is absent
Reception	Reception outside door	Class teacher TA if teacher is absent
Class 1	Playground	Class teacher TA if class teacher is absent
Class 2	Playground	Class teacher TA if class teacher is sick
Class 3	Playground	Class teacher TA or SLT if class teacher is sick
Class 4	Playground	Class teacher TA or SLT if class teacher is sick
Class 4	Playground	Class teacher TA or SLT if class teacher is sick
Class 5	Playground	Class teacher TA or SLT if class teacher is sick
Class 6	Playground	Class teacher TA or SLT if class teacher is sick

Classroom exits (Nursery and Reception)

The class must sit at their table or on the carpet in an orderly fashion. The class teacher should stand at the class room door in order that no child can go past on their own and that no adult can come into the room.

When the collecting adult arrives, their child is called and they pass through the door and are given into the care of the adult.

If nursery pupils are exiting from the reception classroom they will sit with a class teacher or level 3 teaching assistant (separate from the reception pupils) who will hand over the child to their parent.

Playground exits

The class should be in the playground before the parents / carers are let into the playground. This lets the class line up without parents trying to collect their child from the line. It ensures that all children arrive in the playground together.

There should be a head count on arrival in the playground.

Parents / carers must approach the teacher and indicate they are taking responsibility for the child. Children are not allowed to go to parents/ carers who wave from the other side of the playground.

All children attending clubs must go to the playground and be collected from there by coaches.

Coaches must keep the children in an orderly fashion as they wait and then re enter the building.

In the event of heavy rain

Pupils will be taken to the bottom hall to be collected. They will line up quietly with their class. Parents must speak to the class teacher before they take their child.

There will be adults on staircase A and B by the entrance instructing parents and safeguarding the school and pupils. There will be 2 members of SLT at the doors entering the hall.

After School Clubs

All pupils who attend clubs must be brought to the admin area and handed over to their family. If no one comes to collect the child then a member of the SLT must be informed and the responsibility for the child handed over to them.

Unfamiliar adult

Teachers must only allow pupils to go with an unfamiliar adult if the office has notified them, the teacher must not make this decision.

If the teacher has not been informed, then a teaching assistant should take the adult to the office to get clarification and call the parent/carer if necessary. If no TA is available, then the teacher must politely ask the adult to wait whilst the other children are dismissed and then take the adults and the child to the office. The teacher must keep the child with them at all times.