Release of pupils Policy

Ferndale Primary School
School Policies– June 2025
Review– June 2028

Aim

To ensure a safe system for the release of pupils to parents or other allocated adults, or in the case of a child attending an after-school club.

Release of pupils at the end of the day to a parent or allocated adult:

- At 3:20 the class teacher and other staff covering the class will ensure each child is handed over to their parent, or another adult that the parent has given permission to collect their child. Each child has a green safeguarding form, listing the names of adults able to collect them from school. If a parent wishes to add an adult to this list, they should contact the class teacher.

- If a parent wishes their child to walk home alone or to meet them at an allocated place, they must give written permission to the class teacher. School would advise each parent to assess their child's ability to walk home alone and that this should not be before the child is in **years 5 or 6**.

- If a child is not collected, the Late Collection Policy will be used.

At Ferndale we run a number of after school sports clubs, some led by an external provider, others by school staff.

We also have an external provider for provision for wrap around childcare.

Wrap around care led by an external provider:

- A dedicated member of staff from each year group will collect the children for the club at 3:20pm and take them to the location of the club or to an agreed meeting point.

- Staff from the provider to greet pupils attending and register them.

- If any pupils on the register are not present, the session leader must check with school staff and their own correspondence from parents, as to the pupil's whereabouts so that they are accounted for.

- At the end of the session, each child should be handed over to a parent or an adult allocated by the parent, the staff running the club will have this information, along with parental contact details in case of an emergency or the need to contact them after school office hours.

- If a child is not collected, the person running the club will be responsible for putting into place their own Late Collection Policy.

After school clubs led by an external provider eg West Brom:

- A dedicated member of staff from each year group will collect the children for the club at 3:20pm and take them to the location of the club or to an agreed meeting point.

- Staff from the provider to greet pupils attending and register them.

- If any pupils on the register are not present, the club leader must check with school staff as to the pupil's whereabouts before leaving.

- At the end of the club, each child should be handed over to a parent or an adult allocated by the parent, the staff running the club will have this information. Parental contact details, in case of an emergency, can be obtained from the school office.

- If a child is not collected, the person running the club will inform a member of SLT via the school office and the Late Collection Policy will be used.

After School Clubs led by school staff:

- Staff who run the after-school provision will collect the children from a designated meeting point, before being escorted to the location of the club.

- School staff to be in the location, ready to greet and register the pupils.

- If any pupils are missing from the register, the school office is to be informed and contact is to be made with parents (if school staff do not know whereabouts of the child).

- The staff running the after-school club are responsible for dismissing the pupils in their care at the end of the club to a parent or other allocated adult. Parental contact details, in case of an emergency, can be obtained from the school office or Arbor.

- If a child is not collected, the Late Collection policy will be used.