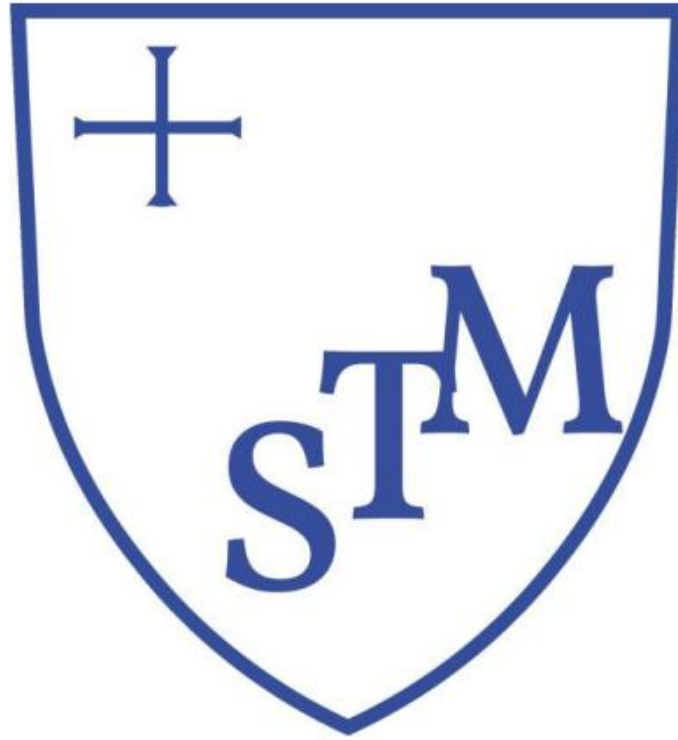


St Martin's C of E Primary School



Release of Pupils Policy

May 2026

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 3:25pm 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. If a parent wishes an adult to collect their child but they are unfamiliar to school, then the parents should contact the school office (in advance) to set up a password. This will enable staff to hand a pupil over safely to an unfamiliar adult.
- If a parent wishes their child to walk home alone or to meet them at an allocated place, they must complete a 'Year 6 pupils walking home unaccompanied at the end of the school day' form or 'Year 6 pupils walking home alone unaccompanied following an after-school club' form. These are available from the school office.

This request is then authorised by the Headteacher and followed up with a letter to parents to inform them of the date that their child will be able to begin to walk home alone. 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 Year 6.

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

At St Martin's C of E Primary School, we run a number of after school clubs and provision for wrap around childcare. In addition, outside providers use our facilities to run clubs for our children.

Privately Run after school clubs:

- A dedicated member of staff from each year group will collect the children for the club at 3:25pm and take them to the location of the club.
- Staff from privately run after school clubs to greet pupils attending and register them.
- If any pupils are missing from the register, contact is to be made with parents (if school staff do not know whereabouts of the child).
- If any pupils on the register are not present, the club co-ordinator must check with the 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, along with parental contact details, in case of an emergency.
- If a child is not collected, the person running the club will be responsible for putting into place their Late Collection Policy.

After School Clubs, Out of Hours Activity Clubs Run by School:

- 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).
- If any pupils on the register are not present, the club co-ordinator must check with the school staff as to the pupil's whereabouts before leaving.
- 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.
- If a child is not collected, the Late Collection policy will be used.