



P1 & P2 End of Day Protocol

In order to ensure the safety of our youngest learners at the end of the school day the following should be adhered to at all times:

- All P1 & P2 class teachers will ensure a '3.00pm routine' form is kept up to date for their class.

The information held includes:

- who 'normally' collects each child,
- if there is permission held for an older sibling to collect a child
- if the child routinely goes to any after school clubs.

Each day the class teacher should note any changes to the normal collection routine.

- Parents/carers will stand back from the exit doors at 3.00pm to enable class teachers and pupils to have a clear view of the grown-ups.
- P1 & P2 children will be released 1 pupil at a time and only once their grown-up has been identified.
- If a parent/carer is not in the playground at 3.00pm, pupils will be taken to the school office to await their grown-up.
- Should a parent/carer be running late, the school should be notified of this as soon as a possible.
- Parents should provide written permission for older siblings/family friends to collect their child if necessary.