

OEA EDUCATION

Start & End of Day Policy

Contents

1. Aims	3
2. Start of the School Day.....	3
3. Leaving the School Grounds at the end of the day	3
4. Transport/ Taxi's	4
5. Review of Policy	4

1. Aims

Our Schools aim to ensure that all children arriving at school or leaving the school grounds (and therefore the school's care) at the end of the school day do so safely and in the correct manner, as agreed between the child's parents/ carers and the school.

2. Start of the School Day

At OEA Education, the school opens for students at 08:45. A member of staff will be present at the school entrance to ensure that students make their way safely into the school.

3. Leaving the School at the end of the day

We ask parents/carers to be prompt, when collecting their child at the end of the day.

School finishes at 15:00.

If another adult is to collect a child, either temporarily or permanently, we ask parents to contact the school office.

If for any reason there is an unavoidable delay, parents/ carers are asked to contact the school and wherever possible try to arrange for someone else to collect the child.

The school retains the right to seek parental permission before sending home a younger child with someone:

- Who is not known to the school.
- When the school have not been informed of alternative collection arrangements
- When the school are not certain that the person collecting the child is over 13
- When the school feels that they are placing the child in an unsafe situation, e.g. if the person collecting appears to be under the influence of a substance (alcohol/drugs). In this incidence, the school retains the right to contact the police or social care

It is the school's policy that children must be collected by an adult, unless other arrangements have been made.

If children are attending an after-school club, the children are handed over to an appropriate adult at an agreed meeting place. A member of staff supports any outside agency practitioners when handing students over to their parents/ carers.

At the start of each academic year parents/ carers of children in year 7 and above will be able to request a letter to enable permission to be granted to send the child home without adult supervision.

Returned letters will be kept by the school administrator for reference during the year. No child will be allowed to leave unaccompanied without a permission letter. Where this is not possible, then the school

may have to call the Police/ Social Care as a last resort if the child remains uncollected. It is the duty of parents to ensure that the school has the most up to date contact numbers.

The school is not obliged to agree to a child walking home unaccompanied by a Parent/ Carer/ known adult if we feel it is not in the child's best interests. In such an instance a member of SLT will discuss this with the child's Parent/ Carer.

All parents will be informed of the existence of his policy through the school website and induction pack.

4. Transport/ Taxi's

ID checks must be completed for drivers and escorts who pick up students. If unfamiliar driver/ escort arrives to pick up student; staff must check with transport and complete ID checks before allowing student to be collected.

5. Review of the Policy

This policy will be reviewed annually and updated where necessary.