

## End of Day Procedures

### EYFS

#### *Eagle Owls and Little Owls*

- Pupils are dismissed from the Early Years door at 11:30am (morning sessions) and 3:30pm (afternoon sessions)
- Pupils are dismissed to an adult who is on the collection list

#### *Reception*

- Pupils sit on their carpet in their classroom from 3:10pm
- Pupils are dismissed from their classroom door at 3:15pm to an adult who is on the collection list
- Pupils who are attending a club are taken to it by an adult who has a list of who is attending what clubs
- Pupils who are not collected by 3:25pm are taken to the front office

### KS1

- Children line up in their classrooms at 3:05pm
- 3:10pm KS1 doors open, teacher leads their class out to the playground
- Children are dismissed to the adults on the class collection list
- Notes of who is attending a club that day are given to teachers before 3pm
- Children who are attending a club line up outside 2C at 3:05pm
- These pupils are then checked by an adult to make sure they are the correct children for the correct clubs
- Pupils are then taken to their club
- Pupils who are not collected by 3:25pm are taken to the front office

### Lower KS2

- Pupils line up in their classrooms at 3:05pm
- Pupils are taken onto the playground at 3:10pm and line up on the playground close to the school building
- Pupils are dismissed to adults on the collection list
- Pupils who are attending a club are taken to the club by a member of staff at 3:10pm (some pupils are allowed to walk themselves to the club they are attending)
- Pupils who are not collected by 3:25pm are taken to the front office

### Upper KS2

- Children are walked out to the staff car park by a teacher (3:10pm for year 5, and 3:15pm for year 6)
- Pupils who have written permission to walk home are dismissed by their teacher
- Pupils who are collected by an adult are dismissed to an adult on the collection list
- Pupils who are attending a club will walk to it at 3:10pm
- Pupils who are not collected by 3:25pm are then taken to the office

### Clubs

- All clubs finish at 4:15pm
- Parents are to collect their children from the door by the staff car park promptly at 4:15pm
- Should a club be cancelled parents will be made aware by the school office and pupils will follow their usual end of day procedure

### ARP

- Children will be dismissed from the ARP at 3:10pm
- Children will be dismissed by a member of staff from the ARP
- Some pupils may have arrangements to be dismissed with their class and this is agreed between the ARP and the class teacher
- Pupils attending a club will be taken there by a member of the ARP team