

Penketh South Primary School + Nursery



End of the School Day Policy

V1	New Policy
Sept 2026	

At Penketh South Primary School, the safety of children is always paramount.

Our policy regarding children leaving school at the end of the day is as follows:

- Children in the Early Years Foundation Stage, KS1 and LKS2 must be collected by a person who must be at least 16 years old, although in some cases the school may allow older siblings aged 14+, provided they have written permission from the parents.
- The school has the right to refuse a collection by an older sibling (14+) if they believe it is not safe or appropriate.
- Children in Year 6 will be permitted to leave the premises unaccompanied if permission has been given by the parents or carers using the appropriate permission form.
- Parents are requested to contact the school, through email or a phone call, informing the school if there is a change to the normal pick-up routine and an adult unfamiliar to school is required to collect.
- Children not collected by 3.25pm will wait at the school office and staff will call parents on the priority contact list to ask them to come and collect their child.
- Parents who continue to collect their child more than 15 minutes after the end of the school day will be asked to meet with a member of the Senior Leadership team, to discuss a way of avoiding this in the future. If this persistently occurs, then a charge equivalent to the rate for Link Club may be made.
- If your child is due to go to Link Club and a parent wishes to pick up their child at 3.20pm, you must pick them up from Link Club and not from the playground; this is to avoid any confusion.
- If your child is due to attend an Link club or an enrichment after school club eg choir but a parent wishes to pick them up at 3.20pm, the parent must contact school to inform them that their child will not be attending the club; this is to avoid any confusion.
- If the adult who is due to collect the child is presenting in a manner that a member of staff feels would be unsafe for the child be handed over to, the adult will be invited into school and the Designated Safeguarding Lead/DDSL will speak to them and make a decision for example to contact another member of the family or gain advice from the TCAT Lead Professional – Rebecca Leatherbarrow

If a child is not collected and school has tried all contacts:

- School will make contact with parents in the first instance or other family/friends that parents have provided as a second, third or fourth contact.
- School will make contact with the Education Safeguarding Team and / or the police to report the incident and advise that attempts have been made to contact family/friends. Advice will be provided to the school on action to take.
- Where appropriate, a social worker from The MASH Team (Multi Agency Safeguarding Hub) will undertake a home visit and make contact with police for assistance. If appropriate the social worker will collect the children from school should attempts to contact parents be unsuccessful.

This policy will be reviewed bi-annually by Governors and the Headteacher.