

Cumbernauld Primary School End of Day Protocol

The following protocol has been written to inform parents/carers of their responsibility with regards to the arrangements for children at the end of the school day and the steps the school will take if a child is not collected. We ask that parents/carers ensure children are fully aware of the arrangements for the end of the school day in advance. We understand that there can be unforeseen circumstances where these must change at short notice, when this is the case, we ask that parents and carers follow the appropriate steps detailed below. Please be assured your child's safety is important to us.



P1-P3 End of Day Procedure

All children in P1-P3 must be handed over to a parent/carer/responsible adult at the end of the school day. Staff must be able to see this person. Children in P1-P3 will remain with their class teacher until they are collected, or all other classmates have been collected. If any children, remain after this point, the lateness procedure will be followed.

P4-P7 End of Day Procedure

The Class Teacher will accompany children to their exit doors across all stages. Parents/Carers may wish their child(ren) to make their own way home or meet up at a designated place along the way.



School Transport

Members of our support staff and leadership team will assemble all pupils using transport in the school hall. Staff will escort the children to the transport, and ensure they are seated and wearing their seatbelt. Parents and carers are respectfully reminded that they are responsible for their child's behaviour and conduct on school transport.



Good Practice: All staff will regularly reinforce the message to children that if they have an arrangement to meet a parent/carer outside of school grounds and no one is there, they should return to the school office to seek help. We would ask that parents and carers reinforce this message at home.

Lateness

If any child remains after collection time, a class teacher or a support staff member will take them to reception and inform a member of the Senior Leadership Team (SLT). Parents/emergency contact(s) will be called. A member of the SLT or a delegated staff member will supervise the child and hand over to the parent/carer or responsible adult on arrival.



Exceptional Circumstances

If the school must close, unexpectedly, for example, due to adverse weather, all children must be collected by a responsible adult; in these circumstances we would contact all parents and carers regarding the arrangements for collection.

Children attending out of school care

If any child is going to out of school care, pupils in P1-P3 will be escorted to the designated meeting point(s) in the playground. P4-P7 pupils should make their way directly to the agreed meeting point(s).

Changes to planned arrangements

- Please **call the office as soon as possible, prior to 2.30pm** and make sure you speak to a member of staff. Please ***do not leave a message on the school answer machine*** as we cannot guarantee this will be heard and passed on in time.
- Parents may notify us by email at enquiries-at-cumbernauld-pri@northlan.org.uk . This **must be by no later than 2.30pm** and a parent must have received a reply to know the message has been passed on.
- Any message received by Office Staff/SLT during the school day about changes to arrangements will be shared with the pupil and class teacher as soon as possible.

