

End of School Day Protocol

Balfron PS

August 2026

P1-P3

It is expected that all pupils P1-P3 will be collected from school at the end of the day by a trusted adult, often a parent/carer. The trusted adult should always be known by the class teachers who oversee their class into the playground at 3:15pm. Each teacher will wait until all children have been collected. Best practice involves class teacher individually matching child to known parent/adult at exit door.

P4-P7

Many children in P4-P7 will be collected by a parent/carer at the end of the school day, however, they will be permitted to walk or cycle home unaccompanied once parental permission has been provided to the school office at the start of each session.

As with P1-P3, any child in P4-P7 should come to their teacher or school office at 3:15pm if they have unexpectedly not been collected by a parent/carer.

Arrangements for escorting children to the school office if not collected

A teacher or other staff member will accompany any child to the school office, if not collected by a parent/carer at the end of the school day. The child's parent will be called with the child remaining in school until collection. Either the Headteacher, Mr Black or Depute Headteacher, Mrs Macmillan will be informed and will put in place supervision until collection.

Unexpected arrangements

Parents/Carers should call or email the school on any occasion that normal collection arrangements have changed.

If a phone message is left by a parent/carer, they must not assume that the message has been accessed, and therefore must email the school office at balfps@stirling.gov.uk

School staff will always acknowledge receipt of a telephone recorded message or email, to confirm that a change of arrangements are now in place.

Awareness and arrangements agreed for days where end of school activities may be different – e.g. school disco, excursion, half day closure or early closure due to adverse weather

- **Planned** e.g. afterschool events including clubs, disco, party – arrangements for end of day will be arranged by school through written permission forms to parents.
- **Unexpected** e.g. early closure due to adverse weather – co-ordinated by Headteacher and Depute Headteacher, liaising with school Admin in response to situation including the use of Seemis texting.

Informing others about establishment end of day protocols:

Staff

Reminders of the school's end of day protocols will be provided during the annual August staff development days. This information will also be shared at induction for new or temporary staff, as well as contained within the school's staff handbook.

Pupils

Reminders will be provided to children throughout the year by class teachers and also at assemblies.

Assembly themes will also include what to do if a child arrived home and no parent was present as expected.

Parents/Carers

The school policy will be shared with parents/carers at the start of the each new school year and also be accessible through our website <https://blogs.glowscotland.org.uk/st/balfronprimary/>

