

**Wilby Church of England (VA) Primary School**  
**Start and End of Day Procedures**



*Together we are inspired to learn within the family of God's love.  
We encourage one another to reach our full potential within a Christian atmosphere.*

*John 13:34*

*“A new commandment I give to you, that you love one another as I have loved you.”*

**Vision**

At Wilby CE VA Primary School we are deeply committed to inspiring our children to learn and reach their full potential. Everyone is valued as an individual and helped to develop and progress in their own unique way within a Christian atmosphere.

**Start of the School Year**

- At the start of the academic year, parents will be asked to complete and return a form called “Usual End of Day Procedures” (See Appendix 1), which states who is allowed to collect their child from school. This information will be passed to the class teacher and it is their responsibility to ensure all adults in their class know this information.

**Start of the School Day**

- There are two drop off times at the start of the day 8.45am – 8.50am and 8.55am – 9am. The school gate will be unlocked by the Head.
- The children will enter the school building directly.
- We ask that parents and carers leave their children at the school gate.
- At 8.50am and 9am, the Head will close the school gate.
- If a child arrives after the school gate has been closed, they must enter the school building via the school office door, not via the Key Stage 2 cloakroom or the Reception outdoor area so that they can be marked in the register as late.

**End of the day Procedures**

- The school gate will be unlocked every day at 3.15pm and 3.25pm by the Admin Assistant.
- Parents/carers should wait in the school playground until the children are released from class. Each child will only be dismissed when the member of staff has seen a nominated person who is collecting that child.
- If a child is going home with someone different to the parents or those named on the Usual End of Day Procedures form the child's parent must inform the school at the start of the school day (a letter should be handed into the office or via e-mail to [bursar@wilby-ce.northants-ecl.gov.uk](mailto:bursar@wilby-ce.northants-ecl.gov.uk)). This information will be passed on to the class teacher and the letters/e-mails will be kept in the class until the following day when it will be passed back to the office for filing in the child's yellow file.
- If pick-up arrangements change during the school day, the school MUST be informed so that we know in advance who is collecting the child. This will preferably be via e-mail to [bursar@wilby-ce.northants-ecl.gov.uk](mailto:bursar@wilby-ce.northants-ecl.gov.uk) or via a phone call to the school office if no written communication can be provided. This information will be passed on to the class teacher and the e-mails will be kept in the class until the following day when it will be passed back to the office for filing in the child's yellow file. We cannot let a child go home with another adult without direct communication from the parent/carer, even if this adult is known to us. If arrangements are unclear, the child will be kept at school until the parent/carer can be contacted.
- Children attending after school clubs will be delivered to them by a member of staff, registered by the club leader and later collected from the club by the parents or carers as per the agreed arrangements for that day.
- Year 5/6 children who live in the village of Wilby or who are going to a residential address in the village of Wilby will be allowed to walk home on their own, if their parent has completed and

returned to school a “Walk Home Form” (See Appendix 1).

- Due to safeguarding concerns, the school will not put a child in a taxi unless a parent / carer collects them from the class teacher and travels in the taxi with them
- Please be aware that once a child is with their parent or carer, then the parent or carer is responsible for the child’s behaviour and safety, even if still on school premises.
- Please note that if parents are separated, unless we have a court order stating otherwise, we will release children to either parents. Neither parents will have superior rights to the other.

This policy was approved by the Governing Body on 10th September 2015, was reviewed regularly with the last review being in July 2021. It will be reviewed again in July 2022.

**Appendix 1**



**Wilby CE (VA) Primary School**  
**Church Lane, Wilby, Northamptonshire, NN8 2UG**  
**Tel/Fax: 01933 276491**  
**E-mail: head@wilby-ce.northants-ecl.gov.uk**

**Head Teacher: Miss Lisa Pearce**

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2021-2022

Dear Parents

Please could you complete and return this form to indicate who has permission to collect your child from school:

Childs Name: ..... Class: .....

These people have permission to collect my child from school:

- 1.
- 2.
- 3.
- 4.
- 5.

Signed..... Print Name .....

Date.....

**Walk Home Permission Slip**

Only children who are in Years 5 and 6, and who live in the village of Wilby or are walking to a residential address in Wilby are allowed to walk home on their own.

I give permission for my child ..... to walk home

from school alone to the following address .....

.....

.....

Signed..... Print Name .....

Date.....

*Please ensure if someone different is due to collect your child you inform the school office in writing.*