



Beginning and End of the Day Procedures 2025 - 28

These procedures were reviewed by school staff in September 2025.

Mrs P.Lyall Headteacher

Next review – Autumn 2028

Hodnet is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Aim of a Beginning and End of the Day Policy

The aim of this policy is to ensure that all children arriving at school or leaving the school grounds at the end of the school day do so safely and in the correct manner as agreed between the child's parents/carers and the school.

Important drop off and collection information

- Parents/Carers are **not permitted to use the staff car park** for drop off and collection unless they have a disabled badge.
- The staff car park gates will be closed to cars (including staff & visitors) and deliveries between 8.30am and 8.50/9.00am to reduce the safety risks within this shared access area.
- Parents/carers are advised to park in the WMC and walk the short distance to school.
- Parents/Carers and families should not cross the school car park. The car park gate is locked at all times and has a buzzer entry system to our admin office.
- Parents/Carers must inform school of the regular people who will collect their child. If changes are made regarding the person collecting their child, the Parent/Carer must inform school in advance of the end of the school day.

Start of the school day

At Hodnet Primary School, we have two main entrances for families to use to enter site either from the Grove side of school or the WMC side of school, families are kindly asked to remain on the school pedestrian paths to walk to the relevant gates to enter school. The gates will open to pupils just before 8:45am, ready for formal learning to begin at 8.45am. A senior member of staff, usually the Headteacher, will be present to greet families on site via the rear playground gates, class teachers in KS2 will open the wooden gates at the front of school to welcome children directly into the classroom. Children may be dropped off by their parents / carers at the playground / classroom gates. If a child arrives after 8.50am they will need to enter via the main entrance. If a child arrives after 9.00am our school administrator will sign them in and ask for a reason of lateness, this will register on the school's attendance system.

Leaving the school grounds at the end of the day

We ask parents / carers to be prompt when collecting their child at the end of the day. School finishes at 3:15pm. If another adult is to collect a child either temporarily or permanently, we ask parents to contact the school office. If for any reason there is an unavoidable delay, parents are asked to contact the school and wherever possible try to arrange for someone else to collect the child.

The school retains the right to seek parental permission before sending home a child with someone:

- Who is not known to the school
- When the school have not been informed of alternative collection arrangements
- When the school are not certain that the person collecting the child is over 13
- When the school feels that that they are placing the child in an unsafe situation, e.g. if the person collecting appears to be under the influence of a substance (alcohol/drugs). In this incidence the school retains the right to contact the police or social services via the Shropshire Safeguarding team.

Parents and carers are asked to meet their children on the playground or outside their classrooms where possible. It is the school's policy that children must be collected by an adult from Reception and Years 1 and 2. Children will be released by a member of staff when a parent or carer is recognised and then handed over. Year 3 to 6 children are dismissed from the classroom and should meet their parents on the playground or outside the class but within the school grounds. If children cannot see an adult waiting for them, they are to wait with a member of staff in school. If there is not a member of staff present, they are to return into the building and wait at the main office. Children will be reminded of this procedure through assemblies, which are led by senior leaders, and by their class teachers.

Year 6 children are able to walk home by themselves providing this has been agreed by parents and school prior to the day. If a parent would like their child to walk home by themselves and they are not in Year 6, a letter must be given to school. Each request will be considered by the Senior Leadership Team depending on the age and maturity of the child as well as distance to home.

Relationship breakdown of parents / guardians

The school has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down.

- School must be provided with information stating who is collecting children, to avoid any unnecessary conflict. This is in the best interests of the children.
- Parents must adhere to the arrangements set based on contact and visitation.
- School staff will only dismiss a child to the parent who is having contact on that day if a set arrangement has been prearranged.
- School will contact the main caregiver if another parent comes to collect their child without a prior agreement.

Unless there is a court order, of which the school must have a copy, preventing one parent's contact to the child we are unable to deny access if both parents have parental rights.

If there is concern about violent or aggressive behaviour from either parent, we will contact the police and possibly the Shropshire Safeguarding team. [Ensuring the safety of all children and staff is paramount and violent / aggressive behaviour will not be tolerated in or around school.](#)

Clubs and afterschool childcare (wraparound)

If children are attending an afterschool club the children meet the appropriate adult at the agreed location within the school grounds, usually the school hall, a specific classroom or the learning room. Children in Reception and Year 1 will be accompanied to this location by either the class teacher or a member of the support staff.

The children will be collected by parents at the end of the club via the main entrance. The adult leading the club is responsible for ensuring children are collected. If there is no adult present to collect their child, the member of staff responsible for the child will phone the parent or carer. It is the responsibility of the parent/ carer to ensure that contact details are up to date.

Buses

If the children are going home on the school bus, they need to wait in the appropriate buss line in the school hall. The child will be accounted for using the bus lists by a member of school staff, overseen by the senior leadership team. Children are escorted to the bus, which will collect children from the school staff car park, by a member of staff. Only children with a bus permit from Shropshire Council are permitted to use the school bus.

Class teachers will inform any supply cover teachers/PPA teachers of children's arrangements to avoid any confusion at the end of the day.

All parents will have access to this policy on the school website.