*Below are the agreed arrangements for handing over children at the end of the day*

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| **EYFS**  | Children remain in the classroom until they can be handed over to the parent / carer collecting at the door. **Children in EYFS will NOT be handed over to an older sibling.** |
| **KS1:****Year 1 and 2** | Children remain in the classroom until they can be handed over to the parent / carer collecting at the door. **Children in KS1 will NOT be handed over to an older sibling.** |
| **Middle Phase:****Years 3 and 4** | Children will be dismissed from their class and will go out onto the playground. They should say “My dad / mum is here” or “I can see my mum”. They do not need to be handed over in person. However, they should return to class if their family member is not waiting for them. Other parents / carers are not allowed to act as *loco parentis* unless the school has been informed earlier.  |
| **Upper Phase:****Years 5 and 6** | Children will be dismissed from their class and will go out onto the playground. They do not need to be handed over in person. They may walk / cycle home unaccompanied if pre-arranged. (There is a consent letter for parents to sign in Years 5 and 6). |
| **OSCAR** | Children in KS1 (Years 1 and 2) and Reception will be collected from their classes at the end of the school day. Children in KS2 should go to OSCAR independently.  |
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| **Please note:** | Parents will be expected to notify the school if their child / children are to be collected by someone other than the parent / carer who normally collect them. |
|  | Children must not be handed over unless the person collecting is expected by the school. |
|  | Children in Year 5 and 6 will only be allowed to leave alone if this is pre-agreed in writing. |
|  | If collection arrangements are not clear, the child will not be released until confirmed by the parents / carers. |
|  | Children that are not collected must be brought to the office at the end of the day. The Uncollected Child Policy (website) will then be initiated. |
|  | A record of those with permission to collect the child is retained in the office. Parents / carers should ensure that correct information is provided and updated when changes occur. |
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