



Killamarsh Infant and Nursery School

Procedures for collection at the end of the day

1. Teachers have been advised that unless they can see you, they cannot release your child. However, please do not crowd around the doors and allow staff the space to do this.
2. Teaching staff assume that if there are any changes in who will be picking up your child, you will inform them. If this changes daily, please let them know even if it is the same every week.
3. If there has not been a message or a telephone call to advise on any changes, your child will not be released even to a family member. You will be rung to advise the school. Please make sure telephone numbers are up to date and that you leave your phone on.
4. If you are going to be late and have asked someone else to pick up your child, please remember to also ring school or we cannot release them.
5. If you wish to talk to the class teacher, please wait until all the children have been collected. You may also be asked to just wait if the teacher needs to speak to you. Waiting a few minutes means all the children can be safe.
6. If your child is going to a child-minder, they will be released first. Please let the teacher know.
7. Children attending clubs will be sent five minutes before the end of the school day. If your child is not attending an after school club for any reason, please let the teacher know or the child will be sent to the club.

We all need to work together to make the end of the day as safe as possible for all children.

Thank you

The staff at Killamarsh Infant and Nursery School

July 2014