



Reviewed: September 2024
Next Review: September 2025

Discharging Policy

Safe Collection of Pupils

Aim: All staff are responsible for the welfare and safety of the pupils at Christ the King School. Good communication between home and school is vital

Morning routine:

All children are to be accompanied by a parent to school and discharged directly to the class staff at the designated entry door. Any child arriving at school early for breakfast club or tuition must sign in at the school office.

End of day routine:

All children are discharged to their parent or carer at the of the school day from the designated door by teacher, TA or nominated staff.

After School Clubs:

Children attending after school club or extracurricular clubs are discharged from the leader of the club directly to the parent carer. All class staff keep a record of which children attend breakfast club, after school club or extracurricular clubs.

Changes to normal collection:

It is the parent's responsibility to inform the school of any change in the normal pick up or drop of routine for their child. The staff will not release a child to any person other than the child's parent unless a safe word has been issued by the parent and recorded on a pink safe slip by a member of the admin staff. The safe word may only be used once and must change on each occasion.

Late collection:

Any child not collected from the classroom will be brought to the office and the parents will be contacted. If this is unsuccessful other authorised adults will be contacted. If no contact is made, the school reserves the right to place the child in After School Club and the parents will be charged accordingly. Where no authorised adult can be contacted the school will follow Child Protection Procedures and contact the Local Safeguarding Team.

Unaccompanied children walking to and from school:

Children in Year 6 are allowed to walk to and from school only if the school is in receipt of a permission letter from the child's parent.