



St John's Catholic Primary School

Nursery Going Home Policy

I am sure you will agree that the welfare, safety and wellbeing of all the children at St John's Nursery is of paramount importance. We will work alongside you to ensure that going home time is safe and secure, and that only parents or designated adults who know the child's password will be able to collect the child from school.

Collection of Children

- Children are not allowed to leave the school premises during school hours unless collected and accompanied by parents or other designated adults (i.e. for hospital appointment).
- At the end of the session all children will be seated on the carpet area in nursery and will be called by the teacher when their parents arrive to collect them. Please be patient if there are lots of parents waiting, we need to ensure that every child is kept safe so we will make sure children are with their parents or carers before calling the next child.
- All children must be collected by a parent or a designated adult.
- The designated adult must provide the password (given to the nursery staff by the parent at initial visit) in order to take the child.
- Parents MUST inform the nursery in advance if they have arranged for someone else to collect their child from school.

Uncollected Children

- Children will not be allowed to leave with an adult or sibling unless the school has been informed and the person has the child's password.
- A member of staff will contact the parents or person due to collect that day.
- The children will then wait in the nursery until collected. If the child is still not collected 10 minutes after their nursery session has ended the child will wait by the school office and the parent or designated adult will record in the logbook the reason for lateness.
- Persistent lateness at collection times will be monitored and where necessary senior staff will speak to identified parents.