



Girnhill Infant School

Policy and procedures concerning pupils leaving the school site without permission

Once parents have handed over pupils to class teachers at the beginning of the school day (from 8.50 am) they are to remain on school premises until 3.15pm, unless authorised to leave with a parent/guardian, school organised activity etc.

Children are taught from nursery that they should not leave the premises unless permission is given for various activities. Parents are encouraged to discuss the importance of pupils keeping school rules generally and specifically not leaving the school site during the school day.

If a pupil leaves the school site without permission the procedure is as follows:-

Member of staff to inform school office as soon as possible. Then:

1. Office staff to contact the pupil's parents.
2. If parents are unavailable inform the police.
3. Staff will **not chase pupils** as this could lead to pupils wandering further or cause a traffic accident.
4. Staff will follow at a safe distance to monitor pupil. Walkie Talkies or mobile phones will be used to update school of situation.
5. Pupils should be brought back to school the same day if possible, for the parent, child and Head teacher to discuss the issues and any consequences. Future action will be discussed and agreed. A behaviour contract will be signed detailing future expectations
6. If a child breaks the contract and leaves the site for a second time the Headteacher will consider a fixed term exclusion.

The health and safety of the children is a major concern and the governors and staff at Girnhill Infant School see this policy as a strategy to eliminate the problem of pupils leaving the school site without permission.

This policy will be reviewed regularly by staff, Headteacher and Governing Body