



ALTERNATIVE PROVISION

Start and End of Day Policy

Approval Date: [January 2026](#)

Revision Due Date: [January 2027](#)

Approved by: [RAISE-AP Educational Directors](#)

Approval Signatures

*RAISE-AP
Directors*

Table of Contents

Aims.....	3
Start of the Day.....	3
End of the Day	3
Transportation	4
Raise Values	4

Aims

[RAISE-AP](#) aims to ensure that all children arriving at provision or leaving the provision grounds (and therefore the provision's care) at the end of their day do so safely and in the correct manner, as agreed between the child's parents/carers and the provision.

Start of the Day

Our provision is open from 9am. Not all students will start at this time, but if they are expected to attend morning sessions, then this is their start time. Members of staff will be at the provision entrance.

Some students will start their day for the afternoon session. If this is the case, they should arrive for 12pm.

End of the Day

If students are being collected, we ask that parents/carers are prompt in doing so. For afternoon students, the finish time is 3pm.

If students attend only morning sessions, then their finish time is 12pm.

If another adult is to collect a child, either temporarily or permanently, we ask parents to contact the provision.

If for any reason there is an unavoidable delay, parents/ carers are asked to contact the provision and wherever possible try to arrange for someone else to collect the child.

The provision retains the right to seek parental permission before sending home a younger child with someone:

- Who is not known to the provision.
- When the provision has not been informed of alternative collection arrangements
- When the provision is not certain that the person collecting the child is over 13
- When the provision feels that they are placing the child in an unsafe situation, e.g. if the person collecting appears to be under the influence of a substance (alcohol/drugs). In this incidence, the provision retains the right to contact the police or social care

Students are allowed to leave the provision on their own (i.e. to make their own way home) but parents/carers must inform the provision of this before students start with

us. Should this become something that the student is given permission to do through the academic year, parents/carers should contact the provision and give this permission to us in writing.

Transportation

ID checks must be completed for drivers and escorts who pick up students. If an unfamiliar driver/ escort arrives to pick up student, staff will check with transport and complete ID checks before allowing student to be collected.

Raise Values

Our **RAISE-AP values** (Resolve, Attitude, Invest, Social Skills and Education) are key in everything we do, specifically with attitudes (modelling and expectations), invest (tailoring setup for our young people) social skills (becoming part of a community) which are linked to our Start and End of Day policy.
