



ARRIVALS DEPARTURE POLICY

**This policy was approved by the Governing
Body as a school policy**

September 2020

Arrivals and Departures Policy

This policy is part of the school's policies for safeguarding children.

Our school will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Arrivals

It is the responsibility of staff to ensure that an accurate record is kept of all children in school and that any arrival or departure to and from the premises is recorded in the Office. Similarly, when a child arrives late, the Office staff will record this in the lates log.

Records of daily registers are kept by the school for the recommended years by Local Authority.

Members of staff will be on duty at each entrance gate during the opening times for arriving in the school, from 8.45am – 9.10am each day as per year group arrival arrangements.

Parents/carers will not have access to the playground, children will be dropped off at their designated entrance. Any messages for class teachers can be given to the adult meeting and greeting who will pass these on to ensure children's welfare is given a high priority.

Parents/Carers are asked to make an appointment at the office to discuss any concerns etc with the member of staff.

Teaching staff will be available in classrooms to greet the children and ensure a good start to the day. The register will be taken and will be closed 15 minutes after the scheduled arrival time for each year group.

Children arriving after the gates have closed **MUST** come into school via the front reception door and register with staff at the office window.

The Learning Mentor, or office staff, will endeavour to contact parents / carers of any children not accounted for 15 minutes after their scheduled arrival time to ensure the child is ill and unable to attend and has not 'dawdled' on the way to school. This is also to ensure that both the Parents / Carers and school know where children are at all times.

Looked After children [LAC] and children with Child Protection [CP] plans who are absent with no reason provided and no contact made with Parents / Carers will be notified to the Head Teacher (or Assistant Headteachers in her absence) as a matter of priority.

The Parent / Carer of children attending other schools for alternative provision will be asked to notify us if the child is going to be absent as well as informing the alternative provider.

The school will take steps to support those children who's attendance has fallen below 90% and monitor non-attendance for any patterns on certain days of the week.

Gates

The gates to the playground will be locked, as per year groups scheduled arrival. The main pedestrian gate at the front of the school will be used during the day to restrict access and protect the staff and children.

Between 3.10pm – 3.25pm the gates will be unlocked for Parents / Carers to collect their children from the playground, as per guidance, at the scheduled departure time for their child. This operates a one way system, the bottom pedestrian gate **ENTRANCE** and double pedestrian gates **EXIT**. The gates will be locked promptly at 3.30pm when the majority of the children have left the premises. The main car park gates will remain closed during the school day but opened by staff to enter/exit the site.

Parents/Carers and children are not allowed to use the main car park gates at any time. The car park will not be used for drop off in cars unless previously agreed with the Head Teacher.

Departures

All children **not collected within 10 minutes** after their scheduled collection time are to be brought into school where it is safe and warm by the teacher or member of staff and taken to the school office and handed over to the after school provision Kidz Aloud for which a cost will be incurred.

All named adults on the system will be called, if no contact can be made a call will be made to Children's Services.

If the children are to be collected by someone other than the Parent / Carer, this **must be indicated to a member of staff before 2.45pm**. The adult nominated to collect a child **must be one of those named by the parent/carer**.

Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

Permission and arrangements for children leaving the school at the end of the day will be confirmed on the data collection sheet by the Parent / Carer. The school **reserves the right to refuse permission** for a child to walk home alone depending on the distance and concerns the school may have at that time.

All children must be collected from after school clubs by an adult unless written permission is given for the child to walk home.

No adult other than those named on the school system will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the child will be handed over to the after school provision Kidz Aloud for which a cost will be incurred.

All named adults on the system will be called, if no contact can be made a call will be made to Children's Services.

These steps will be followed by the school for safeguarding reasons and because the school does not have the facility to supervise children after 3.35