



## **Arrivals and Departures Policy**

**January 2021 – to be reviewed every two years or as the need arises.**

In order to ensure that our children are safe, we follow the set procedures written out below. This is shared with parents and children.

### **Admissions**

- How are children signed in and out of your premises? The gates and doors are opened at 8.45am – and the children come straight into school. Doors close at 9.00am. Children arriving after this point need to go to the Front Entrance.
- When does the register open/close? Registers close at 9.05am.
- How are children to be received if they are late? If children are late, they need to come through the Front Entrance so that they can be registered.
- How are children formally accounted for? All children are marked down on the register; they either come in with their class or are marked in by the office staff.
- How are any issues regarding their well-being and welfare managed on arrival/departure? Staff are on the doors to meet and greet pupils – messages for teachers are taken at this point. Messages that are phoned into school are shared by office staff. They keep a note of messages taken.

### **Arrivals**

- How many staff are on the yard? There are staff on every door. Teachers are in the classrooms, ready to welcome the children.
- Who is allowed on the yard? Children and parents are welcome on the yard. We ask that children coming on bicycles and scooters dismount; this is to prevent accidents. Animals are not allowed on the yard for Health and safety concerns. Members of the public that are not responsible for pupils will be asked to leave.
- If parents wish to speak to a member of staff, how would they do so? Staff are available at the doors from 8.45am. If the required member of staff is not available, a message will be taken (written down) or the parent will be directed to the Front Entrance if appropriate.
- What happens if children are late? If the doors have closed (at 9.00am) then children must go to the Front Entrance immediately.
- How are children greeted/taken into school? Children are welcomed to the new school day by any staff. Conversations are initiated by staff.
- Who does head count/last check? The office staff check the registers for any children who are absent but for whom there have not been messages.
- What happens if your child doesn't arrive? If a child has not arrived, phone calls are made to the parents immediately. If necessary, a home visit will be done. If there are serious concerns, the police will be contacted.
- What is your school attendance procedure? Our Attendance Policy is on our website.

# Departures

## Early Years

- What time is the end of the school day? Reception finishes at 3.15pm. Nursery finishes at 3.00pm for 30hrs children and 3.30pm for afternoon 15hrs children.
- How are children handed over to parents? Parents are to make themselves visible to their child's teacher at the reception exit at home time so that a member of staff can collect each child from their classroom and hand them over to parents at the door. The Reception class stay in their own classroom and wait to be collected. They will remain in their classroom until a member of staff takes them to the door to be handed over.

At the point of collection, the responsibility for the care of the child is passed to the parent/designated adult. If parents need to speak to the class teacher or another member of staff they are asked to wait until **all** children have been collected and speak to a member of staff then. If a child has left anything in school, parents are asked not to send their child back into class, instead to keep their child with them and speak to the teacher once **everyone** has been collected.

## KS1 & KS2

- What time is the end of the school day? All children in full time school finish at 3.15pm.
- How are KS1 children handed over to parents? Parents are to make themselves visible to their child's teacher at the key stage 1 exit at home time so that a member of staff can collect each child from their classroom and hand them over to you at the door (10 children will be brought to the door at one time. All children will remain in their classroom until a member of staff takes them to the door).
- How are year 3 & 4 children handed over to parents? Parents of all year 3 children and year 4 children (who are not walking home by themselves) are to make themselves visible at the year 3 & 4 exit at home time so that a member of staff can hand the child over to you at the door. All children waiting for collection will remain with their teacher until handed over.
- Where do parents stand/collect? Parents collect from the designated doors.
- What happens if a parent is late/doesn't turn up? Staff will wait a reasonable amount of time (up to 15 minutes). If the parent hasn't appeared and no message has been received, phone calls re the Contacts on SIMs are made. If no responses can be made, Social Services will be contacted before 4.00pm.
- What happens if a child leaves/can't find parent etc (expectation of the child) If a child cannot find their parent, they know that they **MUST** return to staff on the doors. If a child leaves without finding the right adults, phone calls to the adults on the Contact list are made immediately.
- What happens if parents want someone else to collect the child/child going for tea somewhere? If a message is taken for an adult who is not on the Contact list to pick up a child, a note is made on SIMS.
- What happens if parents want to speak to a member of staff? Staff always make time to talk with parents. If this is not possible immediately, an alternative time/date will be made.
- What are your missing children protocols? There is a Lost Child Policy in place. The safety of the child is paramount.
- What if a parent wants a child to walk home alone? Only Y4 children and older can walk home alone. Y4 children need a letter signed by parents to say that this has been agreed. If staff are concerned about difficult crossings, this will be challenged. These forms are kept in the Blue File in each class.
- What happens if a parent wants an older sibling ( for example, 14yrs old) to collect? The same policy as above applies; children in Y3 and below must be picked up by an adult.

- What are your systems regarding a child/parent needing to re-enter the building e.g. toilet, missing item of clothing etc? Normal Safeguarding procedures apply; after school, when the children have left, parents will be able to come and look for missing property. During the school day, staff will look on their behalf.
- What happens if you have children in different key stages e.g. who is collected first? This is negotiated; usually, adults pick up the youngest and the oldest will wait.

### **Gates**

- When are the gates open/closed? The gates are opened at 8.45am and closed by 3.40pm.
- Where can parents park/stand? Parents must be visible to Early Years staff and all children in Y1, Y2 and Y3 so that 1:1 handovers can be done. Older children can arrange to meet parents at their own discretion. Teachers regularly remind the older children that they must return directly to school if agreed arrangements are not in place.

### **Breakfast clubs/Afterschool clubs**

- What is expected of children? Children need to behave in line with school's expectations. They will be removed from the club if they can't comply with school rules.
- What is expected of parents? Parents MUST let school know if they are not going to attend. If they repeatedly fail to do so, they will be removed from the club.
- How are children signed in and out? At Breakfast club, children are signed in and taken to class. For After School Clubs, registers are taken and normal follow-up procedures take place if a child has failed to appear. For later finish, Y4 children and down need to be picked up.