

Arrivals and Departures Policy and Procedure

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?
- Main school doors are opened at 7.45am when children access the building for breakfast club. Children are left at reception by parents/carers, signed in and walk to Breakfast Club independently. Other children arrive at school for 8.40am and go straight into school, where they are greeted by a teaching assistant who passes on any messages to teachers.
- Nursery doors are opened at 7.45am when nursery aged children access the building for Nursery Breakfast Club.
- When does the register open/close? Registers open at 8.40am and close at 8.50am
- 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 as present.
- 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 meet and greet their pupils – and take messages at this point. Notes of these are made and added to the chronology if necessary. Messages that are phoned into school are shared by office staff. They keep a note of messages taken. A member of the senior leadership team stands at the gate and notes children who arrive late and deal with any issues arising from what they observe. This information is passed to the Pupil Welfare Officer (PWO) who follows up persistent late arrivals. PWO then rings any absent children's families to note reason for absence, if they have not rung already.

Arrivals

- How many staff are on the yard? No staff are on the yard, as no pupils should be on the yard unaccompanied before 8.40am. Member of SLT on the gate from 8.40am.
- Who is allowed on the yard? Children and parents/carers 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.
- Parents/carers are responsible for their own children before doors open at 8.40am. This is made clear by letter and email
- If parents/carers wish to speak to a member of staff, how would they do so? Children and parents are greeted by a teaching assistant on the door. If the required member of staff is not available, a message will be taken (written down) or the parent/carers will be directed to the Front Entrance if appropriate.
- What happens if children are late? If the doors have closed (at 8.50am) 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 at the school gate and at their entry door. Conversations are initiated by staff.
- Who does head count/last check? The office staff and Pupil Welfare Officer check the registers for any children who are absent.
- What happens if your child doesn't arrive? If a child has not arrived, the Pupil Welfare Officer makes calls to the parents/carers 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

- What time is the end of the school day? EYFS, KS1 and KS2 finish at 3.10pm. Nursery finishes at 3.00pm for afternoon and all day children.
- Where do parents/carers stand/collect? Parents collect nursery children from the nursery door and reception children are collected from the reception (EYFS) door. Main school wait on the school yard, standing behind a specified line/designated area so that teachers and parents/carers can see each other clearly.
- What happens if a parent/carer 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/carer etc (expectation of the child) If a parent does not arrive the child is not handed over to anyone. They are taken inside the building and wait in the classroom with the teacher until contact with the family and collection arrangements are made.
- What happens if parents/carers 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 and passed to the class teacher/person seeing the class out.
- What happens if parents/carers want to speak to a member of staff? Staff always make time to talk with parents. If this is not possible immediately, an alternative date will be made.
- What are your missing children protocols? There are policies in place (Lost Child Policy). The safety of the child is paramount.
- What if a parent/carer wants a child to walk home alone? Only Y5 children and older can walk home alone. Y5 and Y6 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 by admin staff in the front office.
- What happens if a parent/carer wants an older sibling (14) to collect? The same policy as above applies (if they have permission to walk home, if a note has been given by parent/carer of Y5 above children with alternative arrangements, but children in Y4 and below must be picked up by an adult.
- What are your systems regarding a child/parent/carer needing to re-enter the building e.g. toilet, missing item of clothing etc? Normal Safeguarding procedures apply and if parents/carers need to re-enter the building, it is under the supervision of a member of staff. (Initially class teacher, under some circumstances, front desk staff.)
- 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 with the teacher.

Gates

- When are the gates open/closed? The gates are opened at 7.45am and closed by 4.00pm.
- Where can parents/carers park/stand? Parents/carers must be visible to all staff and all children so that 1:1 handovers can be done.
- **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.

- After School Club children will wait with their class teacher until the other children are safely with the adult collecting them. The class teacher then takes the After School Club children into After School Club. They are handed over to parents when they are collected. Parents/carers – on their arrival to collect After School Club children -ring the school mobile and ask for their child. The child will be handed over at the main gate.
- LAC and ARB children will be signed in and out of the building unless foster carer and social worker agree they will not be. We recognise that there should not be visible difference between children in the care of the LA and those who are not. However, where there are a large number of people collecting children school reserves the right to ask them to sign to say who they are and who they are collecting.