



Arrivals and Departures Policy - Primary

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 by the class teacher. Similarly, when a child arrives late, parents must report to the Reception.

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

Members of staff will be on duty during the opening times for arriving in the school, from 8.45am each day. In this way information can be shared between home and school at the beginning or end of each session to ensure children's welfare is given high priority.

Parents/carers are asked to make an appointment at reception 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. On arrival, a member of staff will record the child's attendance in the daily register. Children arriving after 8:45am MUST come into school via the reception door and register.

In the event of a child's absence from school because of illness it is important the school is informed. Please ring 02082381100 extension: 240. Any child not accounted for by 9:30 am, staff will endeavour to contact parents/carers to find out why the child is not at school ensuring parents and school know where children are at all times.

Looked After children [LAC] and children with Child Protection [CP] plans who are absent will be notified to the Executive Principal or the EYFS/KS1 leader 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 inform the attendance officer of any child who has unsatisfactory attendance [below 90%] and a pattern of non-attendance on certain days of the week.

Gates

The pedestrian gate and the side gate to the playground will be locked at 8:50am. Anyone wishing to access the school after this time should go to the reception desk inside the primary school.

At 3:20 pm the pedestrian and side gates will be unlocked and will be re-locked at 3.45pm when the majority of the children have left the premises.

Departures

Teachers will escort their own class out of school every night and be on duty in the playground/outside reception till 3:40pm. All children not collected within 10 minutes are to be brought into school where it is safe and warm by the teacher or member of staff and taken to the Reception desk.

All children are returned to the Reception desk if the person collecting them is not at school.

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 and be carrying the security card issued to the parents at the start of the year. 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 in writing by the parent/carer. Children below year 6 are not allowed to walk home alone. The school reserves the right to refuse permission for any 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 will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

If a child is to be collected before the end of the school day, the school is to be notified on the same morning. On arrival to school to collect the child the parent/carer will report to the office staff. The child will then be brought, by staff, to the reception to be taken home by the parent/carer.

If the parent/carer or alternative nominated adult is unavoidably late to collect their child, staff must be informed via telephone wherever possible. If no one arrives to collect a child and the parent cannot be contacted within half an hour of the end of the school day, the school will contact social services to inform them we have an uncollected child on the premises.

September 2016