



ST MARY'S C.E. (VA) PRIMARY SCHOOL ARRIVALS AND DEPARTURES POLICY

This policy is part of the school's policies for safeguarding children arriving and departing from school.

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, parents must report to the Office.

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

Pupils are allowed into classrooms from 8:30 onwards. A member of staff will be available on the door for any information that needs to be shared between home and school, including alternative arrangements for drop off. Gates will be locked at 8:45 and any further arrivals need to enter via the front entrance to ensure registration.

Teaching staff teams 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, which closes at 8:55am, children arriving after the gates have closed MUST come into school via the front reception door and register arrival in the relevant book.

For any children not accounted for by 9.30 am, office staff will endeavour to contact parents/carers to ensure the child is ill and unable to attend and has not 'dawdled' on way to school, ensuring parents and school know where children are at all times. If the whereabouts of a child is not known by 12:00, the Headteacher or a member of the Senior Leadership team will facilitate a home visit. Failure to then locate a child will result in a Police Welfare Check.

Looked After children [LAC] and children with Child Protection [CP] plans who are absent will be notified to the Head Teacher or members of the senior leadership team as a matter of priority.

The school will inform the local authority attendance officer of any child who has unsatisfactory attendance [below 90%] and a pattern of non-attendance on certain days of the week (see Attendance Policy).

Gates

The main gates will be locked at 8.45am. 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.

At 3.10pm the main gates will be unlocked and will be re-locked at 3.25pm to allow after school activities to take place.

Departures

Teachers will hand over children to authorised adults at the end of the day i.e. 3.15pm. All children not collected 3.20pm are taken to the school office by a member of staff. Parents/carers are called.

If the children are to be collected by someone other than the parent/carer, this must be indicated to a member of staff before school or to the school office by 2.45pm. The adult nominated to collect a child must be confirmed by the parent either by email or phone call. 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 via a phone call or email from the parent/carer. The school must receive written permission from parents/carers for pupils who have permission to walk home unaccompanied (see Appendix A). Forms are available from the school office.

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

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.

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.

In the event of a child being collected before the end of the school day, 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 going to be late to collect their child, this must be relayed to the school office. 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.

The school will not let any child go with a parent who we feel is unable to ensure the safety of that child. This includes inebriation, being under the influence of drugs etc. as part of our safeguarding duty.

Agreed by governors: October 2017 - revised September 2019

Appendix A



CONFIRMATION THAT MY CHILD MAY WALK HOME ALONE

I confirm that _____ who is in Year _____ at St Mary's C of E (VA) Primary School may walk home from school alone on the following days:

- All days
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

I confirm that I have read and understood the School's **Arrivals and Departures Policy**. I confirm that I understand that it is my responsibility for the safety of my child/ren once they have left St Mary's CofE Primary School at the end of the school day.

Name: _____ Date: _____

Please return to the School Office