



# 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, parents must report to the Office.

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

Members of staff will be on duty in the main playground and at the main entrance gate during the opening times for arriving in the school, from 8.15 a.m. – 8.30 a.m. each day. Staff will open the Year 3 classroom doors from 8.25 a.m. 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. Years 4, 5 and 6 walk upstairs to their classrooms.

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. On arrival, a member of staff will record the child's attendance in the daily register, which closes at 8.40 a.m., children arriving after the gates have closed MUST come into school via the front reception door and register with staff at the 'late station'.

Any children not accounted for by 9.00 am, office staff will endeavor 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.

Children Looked After [CLA] and children with Child Protection [CP] plans who are absent will be notified to the Head Teacher (or Deputy Head Teacher 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 inform the Educational Welfare Officer of any child who has unsatisfactory attendance [below 90%] and a pattern of non-attendance on certain days of the week.

## **Gate (Grenoble Gardens)**

The main gate to the playground will be locked at 8.30 a.m. 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.

On Mondays, Tuesdays, Wednesday and Thursdays at 3.10 p.m. the main gate will be unlocked and will be re-locked at 3.30 p.m. when the majority of the children have left the premises. **On Fridays only the main gate will be unlocked at 12.55 p.m. and will be relocked at 1.10 p.m.** The main car park gates will remain closed but unlocked for staff to exit the site. Parents/carers and children are not allowed to use the main car park gates at any time.

## **Departures**

Teachers/support staff will escort their own class out of school every night and be on duty in the playground till 3.30 p.m. (1.10 p.m. on Fridays). 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 main office.

All children are returned to the main office 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 2.45 p.m. (12.30 p.m. on Fridays). The adult nominated to collect a child must be one of those named by the parent. 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. 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.

Children who attend Grass Roots After School Club will be taken to Tottenhall Infant School by a member of staff once their club has finished.

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 main office 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, staff must be informed of this on arrival. Parent/carer will be charged for late collection, 15 minutes after school or after school activities have finished. This will be at a rate of £5 per 15 minutes thereafter to meet the cost of childcare/supervision.

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.

Date: September 2018      Review date: As approximate