

# Arrival & Departure Policy



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<b>Review Frequency</b>	Every 2 years
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### **Arrival and collection of children in Nursery**

#### **The arrangements for bringing children in to the setting are:**

- The main nursery door is opened at 8.30am for the morning session and 12.15pm for the afternoon session. The door is supervised by a member of staff
- We do not allow any child to be let into the Nursery without a member of staff being made aware of his/her arrival and children must be handed directly to a member of staff
- We encourage all children to be dropped off at the door as this usually settles the children quickly into nursery routines. Nursery staff will inform parents when their child has settled and reassure them if needed via Seesaw (school app) or a phone call home

#### **The procedures for collecting children are:**

- 11.15 -11.30 am for the morning session or 3.00 - 3.15pm for the afternoon session. The main door is supervised by a member of staff
- We only permit the authorised adults to collect a child from the Nursery unless we have already received verbal or written permission for another named adult to do so (we will accept telephone permission in the case of emergency situations). We only release children into the care of a responsible person over the age of 16
- In an emergency situation, where the authorised adult cannot collect the child, the person who does collect the child will need to provide evidence that he/she has the authorisation of the parent/carer. The child's safety will be the primary concern at all times and if proof cannot be provided, the child will not be handed over
- Staff are always available and will often catch parents on arrival/collection to discuss any issues.
- If for any reason parents need to enter the school, they will need to go through the main office and be signed in and out
- Visitors will be escorted to their destination by a member of staff

### **Arrival and collection of children in Reception and Key Stage 1 Classes**

#### **The arrangements for children entering and leaving the setting are:**

- The main doors open at 8.35 am for a 8.45 am start
- All children must be brought to school by an adult who stays with them on the lower school yard until the doors are opened by a member of staff
- Parents should hand their child over to a member of staff at the door and only enter the premises if invited to by a member of staff
- Children and adults arriving on bikes and scooters, should dismount them once they reach the school gates to avoid accidents. Parents must take bikes and scooters home with them NB. Only Y6 children can come to school on their bikes, leaving them on the premises and they must wear a helmet. Only Y5 and Y6 children are able to come on a scooter
- Children must not bring in their own balls or use any of the school indoor/outdoor equipment while waiting to go into the building to ensure the safety of all adults and children as well as school equipment
- If parents choose to enter the school premises and wait on the yard, before the doors open at 8.35am, they must be aware that they are responsible for their child's behaviour and safety until he/she is handed over to the member of staff

- Please be aware that if children are not adequately supervised and the child's behaviour is inappropriate, parents will be asked not to bring their child until the doors are opened at 8.35am
- School finishes at 3.00 pm. All children in Reception and Key Stage 1 must be collected by a named responsible person (who will be identified on the schools' safeguarding collection form), or if requested, a responsible person over the age of 16. If there are any changes to the collection arrangements or an unfamiliar adult comes to collect a child, they will not be handed over unless this has been arranged with the parent and school staff prior to the end of the day
- Please be aware that all children become the responsibility of the adult collecting them once they have been handed over by a staff member – even when they are still on school premises
- If parents fail to collect their child from school on time, they will remain with the class teacher for the first 10 minutes and will then be placed in Stay and Play and a charge will be issued

### **Arrival and collection of children in Key Stage 2 Classes**

#### **The arrangements for children entering and leaving the setting are:**

- The main doors open at 8.35 am for a 8.45 am start
- It is recommended that all children are brought to school by an adult who stays with them until the doors are opened by a member of staff. However, Key stage 2 children are able to come and go from school alone if permission has been given
- Key stage 2 parents, should leave their child at the door once the member of staff has opened it and only enter the premises if invited to by a member of staff
- Children and adults arriving on bikes and scooters, should dismount them once they reach the school gates to avoid accidents
- Children must not bring in their own balls or use any of the school indoor/outdoor equipment while waiting to go into the building to ensure the safety of all adults and children as well as school equipment
- If parents allow their child to walk to school alone and enter the school premises before 8.35 am, please be aware that there are no staff members available to supervise the children or ensure their safety. Staff contracted hours are from 8.30am and from this time, their role is to set up for the days lessons. Although there are often staff around from 8.30am this cannot be guaranteed until 8.35am. Therefore, every child remains the responsibility of their parent until this time
- Please be aware that if children are not adequately supervised by the adult bringing them to school or children who arrive early and alone behave inappropriately, parents will be asked to ensure their child does not enter the school premises before 8.35am
- Only Y6 children can come to school on their bikes, leaving them on the premises and they must wear a helmet. Only Y5 and Y6 children are able to come on a scooter
- School finishes at 3.00 pm. Children who are being collected will wait with their teacher until a responsible person arrives.
- If parents fail to collect their child from school on time, they will remain with the class teacher for the first 10 minutes and will then be placed in Stay and Play and a charge will be issued

## **Arrival and collection of children attending breakfast and after school clubs**

### **The arrangements for children entering and leaving the setting are:**

- Breakfast Club and Stay and Play are paid provisions which begin at 8am (breakfast club) and 3.00 pm (after school club)
- All bookings for both breakfast and afterschool club need to be made via Parentmail by the Thursday of the week prior to the week the provision is required; unless there is an emergency and availability
- All children need to be brought to the breakfast club entrance where they will be greeted by a staff member
- The children will then be taken to their classrooms by a member of staff at 8.35 am
- Those children attending Stay and Play will be collected from their classrooms by a staff member and taken to the Stay and Play room
- Stay and Play closes at 5.15pm and all children must be collected before this time
- All children should be collected by a responsible person from after school club
- If there is an emergency and parents are unable to make arrangements to collect their child and request that children should walk home alone, please be aware that the parent is fully responsible for the safety of their child once they have left the school building

## **Arrival and departure of children attending extra-curricular clubs or returning from school trips**

- It is the responsibility of the adult running a club to dismiss the children and ensure that a known adult is there to collect them
- We would not expect children younger than year 4 to be walking home by themselves after a club. Please ensure that the person running the club knows if your child is able to walk home on his/her own, also let them know if you/ usual carer are unable to collect your child so that we can let them know
- We recommend that parents always collect their child from an after school club or event. However, if parents request that children walk home alone, (Key stage 2 only) please be aware that the safety of the child is the parents' responsibility once they have been dismissed by the staff member
- If children return from a school trip after 3.00 pm, parents can collect their child from their usual collection point. It is very difficult for staff to manage releasing some children to parents as they get off the bus and to ensure others remain together to go back into school. Therefore, it is important that all parents support the teachers to follow the arrangements that they have put in place to ensure the safety of all children

## **Arrival and Departure of Staff, Parents and Volunteers**

### **Arrival and Departure of Staff, Parents and Volunteers**

- The doors are unlocked by the caretaker and the alarm is deactivated. Staff are able to arrive at the building any time from 7.00am onwards and are expected to be present at work for 8.30am
- Any volunteers attending the setting are asked to arrive after 8.00am when a member of staff is present

- All visitors, students and volunteers will need to sign in at the main office and will receive a badge to wear
- All staff need to sign in and out using the school's electronic systems in the main office or at the back door
- If members of staff leave the school at lunch time they will be required to sign out and in again on their return, the same applies if a member of staff leaves school to attend a course or training or any other appointments they may have

### **Other Information**

- Parents can enter the premises via the front or rear gates. The front gate remains unlocked for the whole day. However, the rear gates and nursery gates are locked between 8.45 am and 2.50 pm.
  - Parents are not permitted to enter the car park unless the permission of the Head teacher has been agreed in exceptional circumstances
  - Please ensure that you are adhering to the speed limits displayed at the school entrance and to Highway Code rules 238 and 145:
    - a. You MUST NOT wait or park on double yellow lines at any time
    - b. DO NOT stop or park near a school entrance
    - c. DO NOT stop or park anywhere you would prevent access for Emergency Services
- You must not drive or park on the pavement or on any of the zig zag lines outside the school entrances as this poses a significant Health and Safety concern around the safe arrival and departure of our children. This is also regularly monitored by Traffic Wardens
- No dogs are allowed on the school premises even if they are being carried by their owners.
- The school operates a no smoking policy anywhere on the premises