



Arrivals & Departures Policy

Policy Reviewed: Summer 2018

Agreed by Governors: 17.7.18

Next Review:

Headteacher's Signature:

S Richards

Chair of Governors:

C James

Our Academy will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Admissions

It is the responsibility of staff to ensure that an accurate record is kept of all children in the Academy, and that any arrival or departure to and from the premises is recorded in a separate register held in the office. The register will be kept in an accessible location in the Office at all times. This process will be supplemented by regular head counts during each session. Records of daily registers are kept by the Academy.

Gates:

The main school entrance gate is opened at 8:00am to allow for access for early morning provision. The main school gate is opened at 8.45am. The main school entrance remains open all day for pedestrian and disabled access while the main school gate and inner gates are closed and locked at 8.55 am by the Site Supervisor.

Arrivals

A member of staff will be on duty on each of the gates during opening hours. Foundation Stage children are left by their parents at the Foundation Stage Entrance. Key Stage 1 and Key Stage 2 children enter via the upper school entrance which is monitored by two members of staff. Parents will not be encouraged to come into school through the Upper Gate but will be asked to make an appointment at the office to discuss any concerns etc with the member of staff. Messages can also be passed through the adults on gate duty. 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 immediately record the child's attendance in the daily electronic register (Ipad) by 9.00am. Any children arriving after the external gates have closed **MUST** come into the Academy via the front reception door and register with the office staff. If there are any children not accounted for by 9.30am, office staff will endeavour to contact parents to ensure that the child is ill and unable to attend, ensuring that both parents and the Academy know where children are at all times. This will protect our children.

Departures

If the child is to be collected by someone other than the parent or designated carer, this must be indicated to a member of staff before collection. The adult nominated to collect a child must be one of those named by the parent. Only adults - aged 18 years and over - and with suitable identification, will be authorised to collect children.

Permission and arrangements for children leaving the Academy at the end of the day will be a matter for discussion between the Academy and parents/designated carers, based on an understanding of a child's age, maturity and previous experience. Parents are invited to make their preference known for Year 6 children as some parents wish their children to walk home alone. The Academy will consider this request carefully and discuss it with the parents. The Academy reserves the right to refuse permission for a child to walk home alone depending on the distance and the concerns of the Academy.

- After School Club register will be sent via email before 3.15 p.m. If this doesn't arrive, the class teacher should contact the office so they are aware of which children are in ASC
- After School Club children to be checked off the register before 3.15 p.m.
- After School Club children to remain in the classroom until they are either taken to the ASC by the class teacher, or a designated member of staff collects them.
- All other children must be handed over to their parent/designated carer, whose names will be held on a record in each class.

Nursery lunchtime departures 11.45 a.m.

The wooden gates to Foundation Stage entrance open at 11.45am each morning. Parents and carers are then asked to wait in single file next to the red Foundation Stage Entrance Doors, where a member of staff will be on duty. As each parent or carer reaches the front of the line, their child's name is called to another member of staff within the building who alerts the member of staff supervising the children, who will dismiss each child in turn.

End of day departures

Years 3, 5 & 6 leave by their classroom doors accompanied by their teacher, who will remain at the door until the last child leaves.

Currently, Year 1 & 4 only, leave by the Upper School entrance, again accompanied by their teacher.

EYFS, Year 1/2 leave from their lower school entrance. Year 2 leave by their classroom door and are taken round to the main yard.

All children are escorted by their class teacher and handed over to their parent/designated carer. Key Stage 1 staff remain at the red doors until all children have been collected and the yard is clear.

Any child who is not picked up by 3.20p.m. will be taken to the school office and if necessary, will attend after school provision.

All children in KS2 are instructed to return to the Academy if the person collecting them is not at the designated place on the school yard or at the main gate.

If a message comes into school via the school office about a change to arrangements for a child to be collected or going home at the end of the day, then the office staff will share this immediately with the relevant class teachers or teaching assistants to minimise the risk to any pupil.

If a different adult is there to collect a child, they must be asked to go the main office, where the person with parental responsibility will be contacted for confirmation.

If the parent/carers or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival.

All children brought to Breakfast Club will be welcomed by a member of staff at the main office door.

Children attending After School Club will be collected by a nominated member of staff and taken to the school hall where the following action will take place:

- The register is taken. If the member of staff taking the register finds that a child who is booked in, but is not in attendance, must firstly:
 1. Contact the class teacher for clarification of the child's whereabouts and record on the register the outcome of the conversation.
 2. If it remains to be unclear, the class teacher must then contact the person with parental responsibility to clarify the whereabouts of the child.
 3. If any further action is required, refer to *Missing Child's Policy*.

Children leaving *After School Club* must be collected by their appropriate adult (named on the contact form) at the main office entrance. A member of staff will hand over individual children.

Where pupils are expected to be collected by an alternative person, this must be made by prior arrangement.

No adult other than those named will be allowed to leave the Academy with a child. In the event that someone else should arrive without prior knowledge, the Academy will telephone the parent/carer immediately and await their advice. Where relationships have broken down between family members then should someone turn up to collect the child who is not the usual person or main carer then advice will be sought from the main carer before any child is released from school.

Where relationships have broken down between family members, a plan will be used to identify who picks up the child, this will normally be the main carer or person with residency. Where a child is at risk from a family member then the child will be collected through the school office who will supervise the collection of that child.