



Policy for Arrival and Departure of Children

<u>Status of Policy</u>	<u>Date</u>
Original Policy	Spring Term 2010
Policy Reviewed	Spring Term 2013
	Summer Term 2014
Agreed by Staff	Summer Term 2014
Agreed by Governors	Summer Term 2014
Next Review	Summer Term 2017

Headteacher's Signature:

Date:

Chair of Governor's Signature:

Date:

East Herrington Primary Academy's Arrival and Departure Policy has been adopted to support the safety and well being of our children.

EHPA 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 school. Records of daily registers should be kept by the school for the number of years recommended by the DFE.

Any arrival or departure to and from the premises other than the usual session times should be recorded in a separate register identifying the person delivering or taking a child, when, and why. The register will be kept in an accessible location in the Main Office at all times.

Gates:

The main pedestrian gates will be unlocked to allow pupils access to the premises prior to 8:45 and locked at 9:10am.

The main vehicle access gate will be locked at 8:40 and re-opened at 9:10; locked at 3:00 and reopened at 3:30p.m.. This is to ensure that vehicles do not enter the car park when pupils and parents are accessing the premises.

The pedestrian gate and vehicle access at the front of the building will be used during the day to restrict access.

At 3:10pm the gates will be unlocked, re locked at 4pm when the majority of the children have left the premises. After this time, access to and from the premises will be via the gate at the front of the school.

Access for Nursery parents is through the Charter Drive entrance following a secure pathway to the nursery.

Arrivals

Nursery parents can bring children into nursery from 8:30 every morning and 12:30 every afternoon. A member of staff is always available to greet parents and children.

Reception / KS1 Staff will be on duty at the external doors during the opening drop in times for the school. These doors will be opened at 8.45 a.m. each day. In this way information can be shared between home and school at the beginning of each day to ensure children's welfare is given high priority.

KS2 Two members of staff will be on duty in the KS2 yard gate from 8:45 to supervise the children entering the yard and to be there as a representative contact for parents. Parents leave their children at the gate where they are met by a member of staff. When children

enter school teaching staff will be available in classrooms to greet the children and ensure a good start to the day.

Once the children are in the classroom attendance is recorded in the daily register at 8:55, and this is completed by 9:10am. Any children arriving after the external door has closed MUST come into school via the front reception door and register with the office staff.

Any children not accounted for by 9.30am office staff will endeavour to contact parents 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.

Early Departures

If the child is to be collected by someone other than the parent/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. This will only ever be through the main entrance.

Departures

Permission and arrangements for children leaving the school at the end of the day will be a matter for discussion between the school and parents/carers, based on an understanding of a child's age, maturity and previous experience. Parents are invited to make their preference known for KS2 children as some parents wish their children to walk home alone. Parents of pupils in Year 5 and 6 who give permission for their child to walk home alone must complete a pro-forma indicating these arrangements. All children must be collected from clubs by an adult during the months November to April, as it is dark and the roads dangerous.

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 the parent/carer or alternative nominated adult knows that they are going to be late to collect their child, office staff must be informed. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

In Reception and KS1 staff hand over children to their parent / carer at the door.

In KS2 pupils leave the classroom and are collected by parents in the KS2 yard. A member of staff is available in the yard if parents need to speak to someone. All children not collected return to the main office where they wait for their parent / carer.

From September 2014 if parents request that their child is collected by a secondary school student they must complete a pro-forma giving their child's name and the name of the responsible student who is to collect the child. A list will be kept of the students who have permission to collect older siblings. If there is any inappropriate behaviour by the students eg. unacceptable language, kicking of football etc. they will be asked to leave the premises, and alternative arrangements for collection of the younger sibling will need to be arranged. Secondary school students should not otherwise enter the premises.