



Policy for Arrival and Departure of Children

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Policy for Arrival and Departure of Children

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.

Attendance

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.

Children will now need to sign in and out of the building if they are arriving or leaving outside the normal school hours.

Gates:

The main pedestrian gates will be unlocked to allow pupils access to the premises prior to 8:45 and locked in the evening. The inside gate to the KS2 yard will be opened at 8:40am. (Staff will be on duty from 8:45am – it is parents' responsibility to ensure that children arrive no earlier than 8:45am) The Charter Drive gate will be opened at 7.00am so parents can access breakfast club and after school club – again this will be locked in the evening.

The main vehicle access gate will be locked at 8:40 and re-opened at 9:05; locked at 3:00 and reopened at 3:30pm. 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. All other internal gates will be locked at 9:05am and opened again at 3:05pm.

At 3:05pm the gates onto the yard will be unlocked, re locked at 3:30pm 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 school and through the main office.

Access for Nursery parents is through the Charter Drive entrance following a secure pathway to the nursery. The gates to nursery will be opened and closed at the beginning and end of every session by a member of staff from nursery (see times below). If you need to access the nursery outside of these times, you must go to the main reception.

Breakfast Club and After School club can be accessed from both Charter Drive entrance and Balmoral Terrace. The entrance to the building is via the entrance situated in the middle of the building where KS1 meets KS2.



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Arrivals

Nursery

am session – Drop off time - 8:45am – 9:00am
Collection time – 11:45am

pm session – Drop off time - 12:30pm – gates and doors locked by 12:40pm
Collection time – 3:20pm – 3:30pm

Nursery has a separate entrance to the rest of the school and can be accessed via the Charter Drive entrance. All parents will be greeted at the nursery gate near childcare by a member of staff. Another member of staff will be present at the internal doors to nursery. Parents will hand their child over and exit via the same doors.

If a parent has a message, then this can be given to the member of staff on the gate as this area will not be congested. Pick up time is the best time to catch a particular member of staff.

Children will put their coats on their pegs and will then go straight to the carpet to wait for all the children to arrive.

Once all the children have arrived and the Nursery gate and the two sets of main doors have been locked children will be able to access their coats to allow them to easily move from inside learning to outside learning.

Exit from nursery will operate a 1-way system to allow all children to be collected and passed over to their adult.

Reception / KS1

Staff will be on duty at the external doors during 8.45am – 9:00 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.

Once the children are inside school they will be in their classrooms with a member of staff. They will exit the same way at 3:15pm and staff will hand over to parents or a named adult. Please see separate guidance for EYFS and Year 1 who will use a password system for collection if not one of the named adults.

As children travel through the school, staff quickly learn who adults are who are allowed to collect the children. Please ensure if circumstances change that you let the relevant staff know. If school is unsure about an adult who is picking up a child, they will keep the child and ring a parent to clarify the adult who is picking them up.

KS2



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Two members of staff will be on duty on 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. Year 5 and 6 children enter the building through their door situated in the middle of their corridor and Year 3 and 4 enter the building through the door near to their classrooms. When children enter school, teaching staff will be available in classrooms to greet the children and ensure a good start to the day. A member of staff is also on duty at the Y3/4 entrance as this is around the corner from the main entrance.

Children will leave the building at the end of the day with the teacher they have been working with. Parents may wish to inform teachers of children who can walk around to the KS1 yard to meet their parents and younger siblings. This will be allowed at the discretion of the class teacher. If a child can't find their parent, they will return to their class teacher.

Recording attendance

Once the children are in the classroom, attendance is recorded in the electronic register at 8:55, and this is completed by 9:10am. Any children arriving after the external doors has closed MUST come into school via the front reception door and register with the office staff. They must also sign in at the machine located outside the office. Younger children will be escorted to class by a member of staff in the office – older children will make their own way to their classroom.

Office staff will endeavour to contact parents of any children who are not accounted for by 10:00 am to ensure the child is ill and unable to attend school and has not “dawdled” on the way to school, ensuring parents and school know where children are at all times.

It would be most helpful if parents could let the office know if their child is going to be off school between 8:30am and 9:30am.

Authorised adults that can collect children.

If the child is to be collected by someone other than the parent/carer or named adult, 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. If circumstances change, parents must inform school. Children will only be allowed to leave the building with named adults and those who have been granted permission by the parents.

If staff are unsure they will seek help from the office to telephone parents to check information as required.

Early Departures



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If a child has an appointment and needs collecting from school early, parents must plan for enough time to allow the child to be located in school (especially if the collection time is over lunchtime).

Children **will not** be allowed to wait in the school's office area.

Parents must come to the main school office and then wait in the entrance area for their child. (We encourage all parents to inform the office in advance if children are to be picked up early and who will be collecting the child. We also ask for evidence of the appointment to which your child is going)

If staff are told by parents on the door in the morning they will then inform the office staff that this child is going to be collected and who will be collecting them.

A member of staff (this includes the office staff) will then locate the child and hand them over for collection ensuring that they sign out.

Where possible, younger children will be brought to the office by a member of staff that works with the child and knows the family or the authorised adults that are allowed to pick up the child. This will definitely happen with all children in nursery, reception and Year 1. As stated in the "Authorised to collect children from EYFS" policy, parents must inform school if someone different is to pick up their child and use the passwords that have already been agreed.

Older children will be informed by the office staff and then after they have collected their belongings report to the office to be signed out.

The exit door is now only opened by a fob so office staff will hand the child over to the adult.

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. The following are guidelines:

- Children in Year 5 and 6 can be given permission 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. This information is kept by the office and the class teacher. **All children** must be collected from clubs by an adult during the months November to April, as it is dark and the roads can be dangerous.
- Class teachers will line children up separately to avoid confusion – the front of the line being children who are allowed to walk home alone and the back of the line being children who still need collecting.
- 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.



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- 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. Parents must stand well back to allow all staff to see clearly. If parents want to talk to teachers at the end of the day we kindly ask that they wait until the end to allow all staff to ensure all children are collected safely. Staff work hard to get to know family members and who regularly picks up the children within their class. If anyone is unsure about who is picking up the child, they will ring the main contact to ensure that this is correct. (However, it would help school if parents inform staff who is going to pick up their child if it is going to change from normal arrangements)
- Nursery and Reception parents are asked to fill in an “Authorised to collect from EYFS” proforma which asks for the names and contact details of all people authorised to collect a child in EYFS and Year 1. If the named person/s cannot collect the child they are responsible for, the parent/carer must inform staff of whom will be collecting and give consent. In this instance we require a password to be given to ourselves and the person collecting allowing us to allow entrance once the password has been checked at the door. We will not allow any child in EYFS to go home with a child under the age of sixteen years unless written consent has been provided by the parent/carer.
- In KS2 pupils leave the classroom with an adult and are collected by parents/nominated adults on the KS2 yard. All children not collected return to the main office where they are asked to wait for their parent / carer in the KS2 hall. (This means that the children are not near the entrance) Parents are requested to wait until the end of dismissing the children to speak to a member of staff to allow the safe dismissal of all children. At 3:30pm the children waiting for adults will be asked to go to after school club and fees will be charged for this provision and the uncollected children policy will be activated.
- Children, with permission from parents, can walk around to the KS1 yard to meet their parents if their parents are collecting younger children. They must return to their teacher if they cannot find the adult picking them up.
- 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 centrally by the office and with the relevant class teachers of the students who have permission to collect younger 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



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need to be arranged. Secondary school students should not otherwise enter the premises.

Adults visiting school

We have many occasions where adults are invited into school to share experiences with their child.

When adults visit for class assemblies and performances which are held centrally within 1 of the school halls, a nominated adult will let the adults into the building and then will let the adults out of the building via the correct door.

When adults are invited into the classroom they must sign in and out of the building and members of staff will ensure that this happens. This will normally take place within each classroom.

Adults must follow the rules stated for each event when in the building to ensure the safety of all children.

In the event of a large scale event, e.g. Outdoor Music Festival – a risk assessment will be carried out and parents will be informed as to what they need to do prior to the event.