



Arrivals and Departures Policy

This policy is part of the Trust's policies for safeguarding children.

In our school, pupils receive a warm and friendly greeting in the morning and ensure that they depart safely at the end of each school day.

Arrivals

- ✓ The school gates open at 8.40am and again at 2.55pm so that children are able to enter and exit through classroom doors
- ✓ The 8.45am welcome is to settle the children to the routines of the school day and begin learning and all children should be in school by 8.55am
- ✓ It is an opportunity for parents and carers to share any brief information with a member of staff to ensure that the welfare of our children is given high priority
- ✓ Parents and carers must ensure children arrive in a calm manner and are ready for learning: staff will not take responsibility for marshalling children into the building
- ✓ On arrival, the children self-register and a formal written registration by a member of staff is sent to the main office by 9am along with lunch choices
- ✓ Children arriving after the gates have closed need to enter the school via the front reception and register with the office staff
- ✓ Any children not accounted for by 9.30, office staff will endeavour to contact the parents/ carers to ensure that they are absent through illness and in order that the parents/ carers know where their children are at all times
- ✓ Attendance and punctuality is monitored carefully by the school staff so that the legal duties of parents and carers are met

Collections

- ✓ Teachers dismiss the children from their classroom doors directly to parents and carers waiting on the playground
- ✓ All children are returned to the main reception area if the person collecting them is not at school
- ✓ Parents or carers may request in writing for their children in Years Five and Six to walk home alone and will need to complete a form which can be obtained from the school office. The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns school staff may have at that time
- ✓ No adult other than those named will be allowed to leave school with a child. In the event that someone else should arrive without prior written consent, school staff will telephone the parent or carer and await their advice. For children in the EYFS, parents/carers will set a password for these occasions which the adult must be able to provide on collection: passwords will be changed after each use



- ✓ The adult nominated to collect a child must be one of those named by the parent. If the person nominated to collect a child is under 18 years of age, a statement of responsibility form must be completed and held on file
- ✓ If a child is to be collected before the end of the school day, notify the school office staff in the morning and return to collect from the school office at the agreed time. Confirmation of medical and other authorised reasons will need to be shown
- ✓ In the event a parent or carer is going to be late to collect a child, they must telephone the school as soon as possible. Parents or carers arriving late should then collect their child from the main office and record the date, time and reason for lateness. A child who is still in school after 60 minutes of non-collection will be reported to the support agencies

Extra-Curricular Activities and After-school clubs

- ✓ Children need a signed permission slip before remaining at school to join in activities after the end of the school day
- ✓ Children should be collected promptly at the end of the club
- ✓ Children walking home at the end of the club will need written permission from the parent or carer

Safeguarding concerns

- The school has a responsibility to take appropriate safeguarding action, including referral to support services, where it has reason to be concerned for the safety of a child.
- Concerns about the way in which children enter and leave the school, including repeated lateness, will be taken into account in safeguarding decisions.
- The school will not release a child to a parent or carer unless it is satisfied that he or she is able to care for that child. If a parent or carer is under the influence of drugs or alcohol, for example, the school may contact another named adult to collect the child and support the parent or carer safely home.



Drapers' Maylands
Primary School

Permission for a carer under 18 years of age to collect a child from school:



Name of child:

Class:

Carer to collect:

Age of carer:

- I understand that the nominated person is under the age of 18 is not an adult.
- I therefore take responsibility for their welfare and safety and that of my child-
_____ when they leave the school and journey home.
- I have ensured that my child and their carer are aware of road safety and are prepared should any emergencies occur as they travel.

Signed _____ Parent? _____ Date _____



Permission for pupils to walk to and from home to school unaccompanied

Name of child:

Class:

- I give permission for my child to travel to and from home to school unaccompanied
- I have ensured that my child is aware of road safety and prepared should any emergencies occur as they travel.
- I will notify you if this arrangement is changed.

Signed _____ Parent? _____ Date _____