



Arrival and Departure Policy

(Including permission to collect pupil slip)

Approved by: Shoshannah Thompson

Last reviewed: September 2013

Review date: January 2024



OUR INTENT

OUR VALUES



OUR VISION

Provide a safe, supportive, and stimulating environment that enables and encourages highest standards of achievement (**ambition**).

Broad, balanced and **creative** curriculum which makes the most of the learning opportunities offered by the richness and diversity of the **cultures** and environment on our doorstep.

Provide an **enriched practical** curriculum based on excellence and **enjoyment** which allows for **exploration, enquiry**, and opportunities to ask questions.

OUR AIMS

1

All of our children are to become **successful, independent** learners.

2

All of our children are to be equipped with skills and knowledge to meet their current and future needs and **creative** potential.

3

All of our children are to be **confident** individuals who can live safe and **healthy** lives.

4

All of our children are to **respect** and value each other's contributions irrespective of race, gender, religion or ability.

5

All of our children are to be **self-aware** and able to manage their own behaviour, understanding that it has an impact on others.

6

All of our children are to be active and motivated **citizens** within the wider school community.

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Arrival and Departure Policy

(Including permission to collect pupil slip)

This policy is part of the school's policies for safeguarding children. Our school is a friendly and welcoming environment, and we wish to ensure that all children on arrival positive start to the day and that they depart safely at the end of each session.

1. Morning arrivals

At least 2 members of staff will be on duty in both the KS1 and KS2 playgrounds during the opening times for arriving in the school from 8.40 am – 8.50 am each day

It is very important that children arrive at school on time, the school day starts at 8.50 am; however, the school whistle will blow five minutes before school day starts and children are expected to be in the school playground by this time. In Key Stage 1 and Key Stage 2 children will be expected to line up in the allocated areas.

Daily timings

- 8.45 am: whistle blows
- 8.50 am: start of lessons
- 8:50 am: school gates closed and locked

In Nursery and Reception we operate drop in times from 8.45 am. Staff will open the door when the whistle blows. In this way, information can be shared between home and school at the beginning or end of each session to ensure children's welfare is given high priority. Parents will be encouraged to come into Nursery and Reception to share the experience with their child and support them with their early morning learning.

On arrival, a member of staff will immediately record the child's attendance on an electronic register. Class registers will close at 9 am. Any children arriving after the classroom doors have closed **MUST** come into school via the front reception door and register with the office staff.

Any children not accounted for by 9.30 am, 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.

2. Gates

The school's main gates to playgrounds will be opened from 8.40am and will be locked at 8:50 am both KS1 and KS2 gates will be reopened at 3:15 pm.

3. End of day departures

Children will need to be collected from their classroom doors. Doors will open at 3:20pm and we insist that parents are patient during the dismissal of children so that staff are able to ensure all children are given to an appropriate adult. All children not collected will be escorted by a member of staff to the school office.

Parents/carers will be asked to provide in writing at least three named persons who have permission to collect their child at the end of day. Permission and arrangements for children to be collected at the end of the day will be termly reviewed. 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. If the parent/carer or alternative nominated adult is going to be late to collect their child, the school office must be informed.

Upper KS2 children are welcome to walk home alone with the permission of their parents/carers (see travelling to and from school policy - which can be obtained from the school main office). A permission slip will need to be completed. The policy sets out guidance for parents about preparing their child to walk home independently. This includes questions for parents to consider, such as:

- Do you trust your child to walk straight home?
- Is your child road safety aware?
- Would your child know what to do if he/she needed help?

The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time.

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.

All children must be collected from clubs by an adult unless written permission is given for the child to walk home.

Permission to allow named adults to collect pupils
(Nursery, Reception, Year 1 – Year 6)

Person with parental responsibility to complete and return this reply slip to school a.s.a.p.

Name of child: Class:

Relationship to child:

Adults Name:	Relationship to Child:

Signed: Date: (d/m/y):

(Name print):