



Whinstone Primary School Policy for Arrivals and Departures January 2018

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

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

The policy applies to all children. Whinstone Primary School is a Rights Respecting School and we encourage all children to learn their rights in a responsible and respectful manner. Article 19 of Children's Rights is particularly relevant to this policy and states: You should not be harmed and should be looked after and kept safe.

Pupil's day to day attendance is recorded electronically by the school SIMS system, it is the responsibility of the class teacher to take the register at the start of each morning and afternoon session.

Gates

There are several gated entrances to the school site, once the children have arrived at school and been registered the gates will be locked until the end of the school day. Gates are locked at 9.10am until 3.15pm. The pedestrian gate at the front of the school (main entrance) will be open throughout the school day to allow access to the main office and Nursery entrance.

Arrivals

The school morning session starts at 8.50am, at this time the school bell will sound and each year group entrance to school will be opened by the year group Teaching Assistant.

Parents of Nursery pupils and Reception Pupils will take their children into the classrooms - as the school year progresses parents of Reception children will be encouraged to let the children enter independently. At 9am the school bell will sound and the year group entrances will be closed. Any children arriving after the external door has closed MUST come into school via the front entrance door and register with the office staff.

If any child is not accounted for by 9.30am, the school administrators will endeavour to contact parents to ensure the child is in their care and unable to attend school. If direct contact can not be made a voicemail message will be left asking parents to contact the school. In this way, we ensure that a child is not lost in transit to school, and know where children are at all times. If no contact can be made this will be classed as an unauthorised absence and school will follow procedures set out in the Attendance Policy.

Breakfast club

Breakfast Club opens at 8am, children must be handed over to breakfast club staff by parents. At the start of the morning school session pupils attending the club will be taken to class by Breakfast Club Staff at 8.50am.

Departures

At 3.30pm the school bell will signal the end of the school day. Pupils in KS1 and the Early Years setting must be collected by an adult known to staff. Pupils in KS2 can make their own way home however it is recommended children are always collected by an adult.

All staff will hand over children to their parent/carer outside the classroom door or year group entrance at the end of school or at the main entrance at the end of an after-school activity. All children not collected by 3.40pm are to be brought into school and taken to the main school office.

Staff will not allow a pupil to go home with an adult not known to school staff, if parents wish their child to be collected by an adult not known to school staff they must inform staff prior to the collection time.

Children attending Mrs B's After School Club will be collected by Mrs B's staff at 3.30pm from their classroom - they will leave school when they are collected by parents following procedures set out by Mrs B's after school policy

After school extra-curricular clubs

All children must be collected from after-school clubs by an adult unless parents have provided written information/consent the child (Key Stage 2 only) can make their own way home. Children attending clubs will wait with the member of staff running the club at the main entrance until their parent/carer collects them.

Uncollected Children

At the end of every day, the school will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures policy. If for some reason a child is not collected at the end of a session, the following procedures will be followed.

- If a child is not collected by 3.40pm children will be taken to the main school office, office staff will attempt to contact parents via telephone in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer-phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least one member of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and it is 4.30pm, the head teacher/senior member of staff will call the Children's Hub for advice
- In the event of Children's Services being called and responsibility for the child being passed to a child protection agency, the head teacher/senior member of staff will attempt to leave a further telephone message with the parent/carer or designated adults' answer-phone. All contact details will be shared with staff at the Children's Hub.
- The child will remain in the care of the school until they are collected by the parent, carer or designated adult, or alternatively placed in the care of Children's Services.
- Incidents of persistent late collection will be recorded by the head teacher/Senior member of staff and discussed with parents/carers at the earliest opportunity.

This policy will be reviewed annually.

January 2018

Review date January 2019