



## Arrivals and Departures Procedures

This procedural document 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 session.

It is the responsibility of staff to ensure that an accurate record is kept of all children in school, and that any arrival or departure to and from the premises is recorded in a separate register held in the office, which all parents must sign when children are taken from the premises earlier than the usual sessions. Similarly, when a child arrives late, this must be reported at the school office where a note of the arrival will be made and a sticker issued to notify staff that the child has been marked in.

### Arrivals

The school gates are opened at 8.00am in the morning for the beginning of breakfast club. In the interest of safety, children attending breakfast club must be escorted into the building and taken into the dining hall by their parent/carer. Children in Years 5 and 6 may arrive on their own if a permission slip has been signed by an appropriate adult and returned to school. Parents wishing to make alternative arrangements are asked to make an appointment to discuss the matter with the Deputy Head or Head of School.

#### Early Years Foundation Stage

The doors into the Nursery and Reception classes open at 8.50am each day. Parents/carers are encouraged to bring their children inside and help them to settle ready for the day ahead. This is also a good opportunity to pass on any important information about your child's wellbeing.

#### Years 1, 2 and 3

The doors to these classrooms will be open from 8.50am each morning so that the children can come in and complete a "morning task". Parents/carers are encouraged to come into the classroom to share in their child's learning and discuss any issues with the class teacher or teaching assistant.

#### Years 4, 5 and 6

Children from Years 4, 5 and 6 enter school independently from 8.50am via the access doors by the stairwells. We expect children from these year groups to be more independent so parents are not encouraged into the classrooms at this time. Appointments to speak with the class teacher can be made for after school.

**All external doors will be locked at 9.00am and any children arriving after this time are late and must make their way to the school office.**

Teaching staff will register children at 9.00am. Shortly afterwards, the office staff will begin to contact families who have not arrived for school or telephoned to report an absence.

The senior Leadership Team will closely monitor the attendance and punctuality of all children. If a child's attendance and/or punctuality become a cause for concern then their parent/carer will be contacted to discuss the issue as detailed in our Attendance Policy (please see our website or ask for a copy from the school office).

The school gates on Hough Road and Whitchurch Road will be locked at 9.10am. The main gate on Old Moat Lane will be locked at 9.10am and will be operated via the intercom for the remainder of the school day. This will be the only way to access school between 9.10am and 3.00pm. At 3.00pm all external gates will be reopened ready for the end of the school day.

**The carpark is for staff only. Children and parents should not use the gate from the carpark.**

## **Departures**

The staff of Old Moat appreciate that the majority of parents and carers endeavour to collect their children on time every day. We accept that occasionally, due to unforeseen circumstances, parents may be a little late and we ask that when this happens you contact the school office immediately to inform us of the problem.

No adult other than those named and recognised will be allowed to leave the school with a child. In the event that school staff are unsure about who the person collecting is, they will contact the parent/carer to seek clarity.

All children must be collected unless they are in Year 5 or Year 6 and their parent/carer has provided written consent for them to walk home alone. The same conditions apply to collection from after-school events and sports clubs. Children in Nursery, Reception and Years 1, 2 and 3 must be collected by a responsible individual aged sixteen or over. Children in Years 4, 5 and 6 must be collected by a responsible individual aged fourteen or over unless they have an agreed permission to walk home (Year 5 and Year 6 only). Parents wishing to make alternative arrangements should request a meeting with the Deputy Head or Head of School.

### **Early Years Foundation Stage**

Children can be collected from Nursery from 3.05pm and from Reception at 3.15pm. Parents/carers should collect their children from the classroom doors located by the bike track. It may be possible to have a short conversation with the class teacher at the end of the day should you need to discuss your child's wellbeing.

If parents/carers know in advance that a different adult will be collecting their child they should notify the staff of this prior to collection. Parents/carers of children in Nursery or Reception will have an agreed password and anyone unfamiliar will be asked for the password before the child is allowed to leave.

### **Years 1, 2 and 3**

Children must be collected at 3.15pm from their classroom door. Should you wish to discuss your child's wellbeing it may be possible to talk to the class teacher at this time.

Years 4, 5 and 6

Children must be collected at 3.15pm from the external door through which they enter in the morning. If you need to discuss your child's wellbeing it would be helpful to make an appointment with the class teacher.

### **Late Collection**

In the event that children are not collected on time they will be taken to the dining hall where they will be supervised by a member of school staff until a known adult comes to collect them. We will record details of the time the adult arrived and the reason that they were late. For safeguarding purposes we will also ask the adult to sign the sheet to confirm that they have collected the child.

Senior Leaders will monitor the late collection of children and will request to meet with parents/carers who are frequently late. Records of these meetings will be held in a file in school in accordance with our safeguarding policy.

If no explanation has been provided for late collection we will attempt to contact parents/carers and emergency contacts on the telephone numbers we hold on our system. We will continue to keep the child safe, comfortable and well-cared for. In the event that a child has not been collected and no contact has been made with or from a parent/carer by 4.15pm we will follow our Safeguarding Policy and contact Children's Services/Police to alert them to the situation.

Date ratified: Thursday, 14 March 2019

Review date: Annually

Chair of Governors (Mr Gavin White)