



St Joseph's RC Primary School Arrivals and Departures Policy

The school's arrival and departure policy is part of the school's policies for safeguarding.

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.

Admissions

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, staff must enter the pupils name in the record held in the Office. The register will be kept in an accessible location in the Office at all times.

This process will be supplemented by regular head counts during each session.

GATES:

The main pedestrian gate will be unlocked at 8.30 am and locked at 9.10am. The gate will be unlocked at 11.35 am for access to parents/carers collecting Nursery pupils and locked at 12 noon..

A member of lunchtime staff will be on duty at the playground gate during this time.

No parent access to the playground is allowed during these times.

At 3pm the gates will be unlocked to allow parental access to the yards.

Arrivals

- The main pedestrian gate will be unlocked at 8:30 am
- Parents can use the Pedestrian walkway to access entrance to the Nursery and FS2. 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
- Key stage 1 &2 parents /carers must ensure that their children access the yard through any of the open gates from the pedestrian walkway
- At 8:50 am the head teacher or a senior member of staff will open the main doors to the children's entrance to welcome the children into school, the children will then be directed into their classrooms and met by the class teacher, members of support staff will be available to assist children in the cloakroom if necessary.
- Children should immediately collect all necessary equipment from parents / carers and quickly / sensibly walk into school.(Note to parents: any issues arising concerning your child, should be directed in the first instance to the school office)
- If your child arrives after their class has entered school they must report to the main office to be registered as late.
- If persistent lateness continues the matter will be passed onto the Local Authority Attendance Team.
- Any children not accounted for by 9.30am 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.

Departures

- The pedestrian gate will be unlocked at 3pm.
- Parents are invited to wait on the yard as normal.

- The school day ends at 3:15 pm
- Parents / carers responsible for collecting children from Reception or Year1 must collect the children from the teacher
- Year 2 – Year 6 teachers will lead their class to the yard and hand over pupils to parents / carers.
- If a child is to be collected by someone other than the usual parent / carer school must be notified before the time of collection.
- Uncollected children will be taken back into school and staff will attempt to contact parents /carers.
- If the parent/carer is going to be late to collect their child, staff must be informed of this.
- If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated and Social Services will be contacted after 45 minutes
- Parents of Year 6 pupils wishing their children to walk home alone must put their request in writing.
- School will consider this request carefully and discuss it with the parents. The school reserve the right to refuse permission for a child to walk home alone depending on the distance and the concerns of the school.
- All children attending after school clubs must be collected from the yard by an adult.

This policy will be reviewed by the governing body every three years, or earlier if considered necessary.

Signed: *HR Carr* **Chair of Policy (on behalf of M Jakeway)**

September 2016