



HOLY TRINITY
Church of England Academy
Brockley Avenue, South Shields, Tyne and Wear NE34 0TS

ARRIVALS AND DEPARTURES POLICY

The Academy's arrival and departure policy is part of the Academy's policies pastoral and safeguarding arrangements. Our Academy 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 the Academy, 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 mid-session, parents must sign the record held in the Office. The register will be kept in an accessible location in the Office at all times.

As in line with the school's Retention Policy attendance registers (which include absences) will be kept for the period 'date of last entry plus three years'.

Gates

Main gates will be unlocked at 7.00 am by the Caretaker. They are then locked throughout the day with access only given to pedestrians at the front of the school and to Early Years by foot. The main car park gate will be kept locked at all times to prevent pedestrians walking across the school yard.

Arrivals

Three members of staff are on the school yard from 08.45 am per day. Parents will not be encouraged to come into the KS1 and KS2 areas but will be asked to make an appointment at the office to discuss any concerns etc with the member of staff.

Teaching staff will be available in classrooms to greet the children and ensure a good start to the day. On arrival, a member of staff will immediately record the child's attendance in the daily register, and send register to the office by 9.00 am. Any children arriving after the external doors have closed **MUST** come into Academy 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, ensuring parents and Academy know

where children are at all times. This will protect our children. Any concerns regarding any children's attendance will be followed up where appropriate by the Education Welfare Officer assigned to the Academy Mrs S. Wilson.

Departures

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff before collection. The adult nominated to collect a child must be one of those named by the parent. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children. The adult will sign to acknowledge that a child has been collected, this is if the child is collected through the school day. This will only ever be through the main entrance.

Permission and arrangements for children leaving the Academy at the end of the day will be a matter for discussion between the Academy and parents/carers, based on an understanding of a child's age, maturity and previous experience. Parents are invited to make their preference known for KS2 children as some parents wish their children to walk home alone. The Academy will consider this request carefully and discuss it with the parents. The Academy reserve the right to refuse permission for a child to walk home alone depending on the distance and the concerns of the Academy.

All children must be collected from clubs by an adult during the months November to March, as it is dark and the roads dangerous.

No adult other than those named will be allowed to leave the Academy with a child. In the event that someone else should arrive without prior knowledge, the Academy will telephone the parent/carer immediately and await their advice. Where relationships have broken down between family members then should someone turn up to collect the child who is not the usual person or main carer then advice will be sought from the main carer before any child is released from school.

Where relationships have broken down between family members a plan will be used to identify who picks up the child, this will normally be the main carer or person with residency. Where a child is at risk from a family member then the child will be collected through the school office who will supervise the collection of that child.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated. Late collection slips must be completed by the adult who picks up the child.

All staff hand children to their parents/carers at the classroom exit. Any children not collected will be taken to the school office, where uncollected procedures will be initiated.

If a message comes into school via the school office about a change to arrangements for a child to be collected or going home at the end of the day the office staff will share this immediately with the relevant class teachers or teaching assistants **without prior warning, the provisions of the Uncollected Children policy will be activated. Late collection slips must be completed by the adult who picks up the child.**

All staff hand children to their parents/carers at the classroom exit. Any children not collected will be taken to the school office, where uncollected procedures will be initiated. If a message comes into school via the school office about a change to arrangements for a child to be collected or going home at the end of the day the office staff will share this immediately with the relevant class teachers or teaching assistants to minimise the risk to any pupil.