



## **Policy for Arrival and Departures and for Uncollected Children**

### **Arrivals and Departures**

#### **Registration:**

It is the responsibility of staff to ensure that an accurate record is kept of all children in school. Any arrival or departure to and from the premises, other than at registration, is recorded on the Inventory pupil management system in the main entrance, which all parents/carers use when children are taken from the premises earlier than the usual sessions (e.g. for a medical appointment). Similarly, when a child arrives late, parents must bring children to the main school Reception area to sign in on the Inventory system. This helps with safety and fire procedures for those in the building during the designated times.

Records of daily registers should be kept by the school for recommended years by the Local Authority.

#### **Gates:**

Both pupil gates [front and back of school] are closed at 8.55am and classroom outside doors are locked. Doors are opened at playtimes and lunchtimes only when staff are supervising outside. During the school day access for visitors is only permitted through the main school entrance.

#### **Arrivals:**

A member of staff is in the classroom to greet children during the opening drop in times for the school. The classroom doors are open from 8.40 – 8.50 am each day to enable children to come straight into school making a quiet and purposeful start to the day. In this way information can also be shared between home and school at the beginning of each day to ensure good communication between staff and parents/carers.

If parents need to have a longer discussion with teaching staff they are asked to make an appointment via the office to ensure that there is sufficient time and privacy to deal appropriately with the issue.

On arrival, a member of staff will immediately record the child's attendance in the daily register, and ensure that the register is collected and returned to the office by 9.10 a.m. Any

children arriving after the gate has closed MUST come into school via the main entrance and register via the Inventory system.

If any children are not accounted for by 9.30am office staff will endeavour to contact parents/ carers to enquire why he or she is not at school. This ensures that parents and school know where children are at all times. All named contacts will be used until the child's whereabouts are confirmed. If no confirmation is received then the Headteacher (or Deputy) is informed and a decision made about the need for a home visit or referral to the Police if appropriate to the circumstances.

In Nursery there is a slight variation in arrival and departures times and access is through the Nursery gate. The gate is unlocked for 10 minutes at the designated arrivals and collection times.

- ✓ Morning sessions: 8:45 a.m.      11:45 a.m. finish.
- ✓ Afternoon session: 12:30p.m.      3:30 p.m. finish

### **Departures:**

If the child is to be collected by someone other than the parent/carer or agreed adult on contact form, this must be indicated to a member of staff before collection for example by phoning the school office.

Permission and arrangements for children leaving the school at the end of the day will be a matter for discussion between the school 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 Year 5 and 6 children as some parents wish their children to walk home alone with written permission. 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.

Pupils in Reception, KS1 or KS2 may be collected by an older sibling aged 14-16 years old if agreed with the school in advance. A permission form must be completed by the parent/carer and the signed copy kept with the contact form. It is parents/carers responsibility to decide if the young person has the maturity to undertake this role. The school also reserves the right to refuse permission for a young person to collect a child if they do not feel they have the appropriate maturity.

No adult or young person other than those named by the parent/carer 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.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

All Reception, KS1 and Y3/4 children are collected from their outside classroom door so that they remain under supervision until collected. In Nursery the parent, carer or designated adult come into the outdoor covered area to collect their child.

### **Uncollected Children**

At the end of every session (morning or afternoon), the school will ensure that all children are collected by a parent, carer or designated adult, in accordance with the arrival and departures information. If for some reason a child is not collected at the end of the session, the following procedures will come be activated:

- ✓ If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Headteacher or Senior member of staff will be informed
- ✓ A member of staff will call the a parent, carer or designated adult, and use any other emergency details available in order to try to ascertain the cause of the delay and how long it is likely to last. Staff will leave a text message requesting a prompt reply.
- ✓ While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as may be necessary.
- ✓ If, after repeated attempts no contact can be made with the parent, carer or designated adult and it is 5:00 p.m. the Headteacher/Senior teacher will call Children's Services for advice
- ✓ In the event of Children's Services being called and responsibility being passed to a Child Protection Agency, the Headteacher/Senior teacher will attempt to leave further messages with the parent, carer or designated adult. Furthermore, a note will be left on the door of the School Premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact Children's Services.
- ✓ Under no circumstances will a child be taken to the home of a member of staff, or away from the school's premises unless absolutely necessary,