



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:

School gates are open from 8.30-8.55am each morning.

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.

All school access gates are closed at 8.55am and classroom outside doors are locked. During the school day access for visitors is only permitted through the main school entrance.

In Nursery there is a slight variation in arrival and departures times and access is through the Nursery gate. The gate is unlocked and staffed for 10 minutes at the designated arrivals and for 5 minutes at collection times.

Nursery gate times

- ✓ Morning sessions: 8.45-8.55 a.m. 11.40-11.45 a.m. finish.
- ✓ Afternoon session: 12.30-12.45p.m. 3.25-3.30 p.m. finish

If you arrive late to start the session the gate will be locked and your child will be unable to access nursery.

Arrivals:

A member of staff is in the classroom to greet children during the opening times for the school. 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/carers need to have a longer discussion with 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. Any children arriving after the gate has closed MUST come into school via the main entrance and register via the Inventory system.

Parents and carers must report pupil absences by phone to the school office after it opens at 8.30am or by email to the school email.

Registers are collected by Pupil Monitors and returned to the school office for checking. If a child is absent and school has not been contacted with a reason, after 9.30am office staff contact parents/ carers by phone to find out 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 depending on the circumstances, staff could make a home visit or refer to the Police for an urgent child welfare visit.

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.

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.

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. If someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

Community Kids Club operate after school childcare on the school premises until 6.00pm Monday-Thursday and until 5.30pm on Fridays. Parents/carers can make contact with the club during the day by email or phone if they need after school childcare in an emergency. This gives peace of mind as childcare staff will collect the child and look after them safely if the parent/carer is delayed. We advise parents to register with the Club in advance so details/permissions are already completed.

If the parent/carer is going to be late to collect their child without any alternative arrangements, the school office must be informed and the uncollected child procedures are used.

Uncollected Child

At the end of every session 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 are followed:

- ✓ If a child is not collected by the parent, carer or designated adult by 3.30pm, the child is brought to the school office and a Senior member of staff informed. (If a child is not collected from an after school activity the same process is followed if the child is not collected within 10 minutes of the end of the session.)
- ✓ While waiting to be collected, the child will be placed in the Community Kids Club after school provision and supervised by Kids Club staff. Kids Club reserve the right to charge for attendance at the session. The child must be collected before the end of the session.
- ✓ If a parent/carer has not contacted school to explain the delay and inform staff of likely collection time, a member of staff will phone the parent/carer and use any other emergency details available to try to find out the cause of the delay and how long it is likely to last. If no answer, staff will leave a text message requesting a prompt reply.
- ✓ At 5:00p.m, if after repeated attempts no contact can be made with the parent, carer or other designated adult. 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 social care staff, the Headteacher/Senior teacher will attempt to leave further messages with the parent/carer. 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.