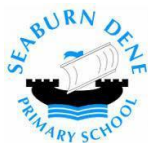


SEABURN DENE PRIMARY SCHOOL POLICY FOR ARRIVALS AND DEPARTURES



”...we always try to be that little bit better.”

Arrival and Departure Policy

Link Governors: Mrs. J. Chalk, Mrs. J. Turnbull (Leadership and Management)

Policy Author: John Howe

Policy Review Date: November 2026 or earlier if needed

Date Ratified by Governors: November 2024

Our school is committed to welcoming each child warmly at the start of the school day and ensuring their safe departure at its conclusion.

Admissions

It is each staff member's responsibility to maintain an accurate record of children present at school. For arrivals or departures outside regular hours, staff will document these in a separate register located in the office. Children who arrive late must check in at the school office where administrative staff will update the attendance record. This record remains accessible in the office at all times, with frequent headcounts conducted to ensure safety during transitions within the school. All attendance records are maintained in accordance with the Local Authority's recommendations.

Arrivals

Starting at 8:45 am, up to three staff members (including a member of the SMT) will be on duty to welcome pupils, with one stationed at the main gate to ensure pupil safety within school premises. The main doors to Year 2/3 and Year 4-6 will be open from 8:45am as are the main gates, to allow children to enter school for a 8:50am start. All gates and doors will close at 8:55am. Parents are encouraged to book appointments via the office for any discussions with staff.

Teachers will be available in classrooms to greet pupils and foster a positive start to the day. Children are encouraged to come straight into school.

Staff will take attendance promptly at 9am and again at 1:05pm, recording it in the daily register. Late arrivals must enter through the front reception and check in with office staff. The office will follow up on unaccounted absences by 9:30 am, ensuring that all children are accounted for. Parents are responsible for keeping contact information current, especially phone numbers.

Departures

When children must leave during the school day, they must be collected by a parent or other designated adult, whose details are held in the school office. For Foundation Stage children, parents must establish a password to be used by designated adults during pick-up. This password should not be shared with the child and must be updated as needed.

For Years 1-6, parents should notify the school if someone other than a listed contact is collecting their child, and that individual must be identifiable to the child. Only adults aged 16 or older are permitted to collect children. Children leaving school outside of regular hours must be picked up from the school office.

Parents are welcome to arrange for Upper Key Stage 2 children to walk home alone; however, the school reserves the right to make case-by-case decisions based on the child's age, maturity, and circumstances. Staff will monitor departures, ensuring children are only released to approved individuals. During winter months, all children must be collected by an adult for after-school clubs due to early darkness and road safety.

In cases where a designated adult arrives without prior notification, staff will immediately contact the parent or carer for verification. If a child is not collected by 3:35 pm, they will be transferred to the After School Club, with attendance tracked in our system. Children are consistently taught the importance of remaining on school grounds without permission.

After-School Clubs

From November to February, all children participating in after-school clubs or events must be collected by a parent, carer, or authorised adult for safety. Any unexpected individual arriving for pick-up will be confirmed with parents before the child is released. If a designated adult is late, the Uncollected Children Policy will apply.

Exceptional Circumstances

If exceptional situations prevent regular arrival or departure procedures for a child, alternative arrangements must be approved by the Head Teacher or Deputy Head Teacher.

Inclusion Statement

At Seaburn Dene Primary School, we are committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils whatever their needs or abilities.

Pupils have Special Educational Needs if they have a learning difficulty which calls for special educational provision to be made for them. Pupils with a disability have special educational needs if they have any difficulty in accessing education and if they need any special educational provision to be made for them, which is anything that is additional to or different from what is normally available in schools in the area.

At Seaburn Dene Primary School we undertake the duties, including in relation to this policy:

- Not to treat disabled pupils less favourably for a reason which relates to their disability
- To take reasonable steps to avoid putting disabled pupils at a substantial disadvantage
- To do our best by all disabled members of our school community in relation to the requirements of this particular policy

Equality & Diversity Statement

Seaburn Dene Primary School fully recognises its duty to comply with equality and diversity legislation, and its Gender Equality Scheme sets out the school's aims in relation to equality and what it will do to ensure that equality is fully embedded in practice. The school fully acknowledges its responsibilities in terms of equality issues in relation to gender, age, race, disability, religion or belief, sexual orientation and gender reassignment, including in relation to this policy.

Seaburn Dene Primary School is firmly committed to equality and diversity, and when carrying out our functions, we shall have due regard to the need: to eliminate unlawful discrimination and harassment; to promote equality of opportunity between men and women.

This Policy should be read in conjunction with the School's Child Protection Policy.