

# SEABURN DENE PRIMARY SCHOOL POLICY FOR ARRIVALS AND DEPARTURES



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

**Link governors:** Mrs J Chalk, Mrs J Bell (Leadership and Management.)

**Policy written by:** John Howe

**Policy Last Reviewed by Governors:** Scheduled for September 26th, 2023

**Date ratified by governors:** Scheduled for September 26th, 2023

**Date of next review:** September 2025 or sooner if appropriate

Our School will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of school day.

## **Admissions**

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 at times other than the start and end of the school day is recorded in a separate register held in the office, which a member of the office staff completes. Similarly, when a child arrives late, children report to the school office and administrative staff complete the record held in the Office. The record will be kept in an accessible location in the school office at all times. This process will be supplemented by regular head counts particularly during sessions in which children move from one part of the school to another. Records of daily registers should be kept by the school for recommended years by Local Authority.

## **Arrivals**

Three members of staff are on duty from 8.45am. One member of staff is to be on the first set of gates to prevent children leaving the school premises once they have arrived. Staff on duty will open the main doors into Y2/3 and Y4-6 from 8.45am. Children (with the exception of Yr 6) are not allowed into the main school building until 8.50am, unless attending a prior appointment with a member of staff or an intervention. Parents/carers are 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. Children are expected to stay on the playground, unless it is raining. Teachers, whether or not they are on duty, are encouraged to be on the playground as often as possible to talk to families and supervise children. 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.

At registration a member of staff will immediately record the child's attendance in the daily register, and save the attendance page by 9.05am and 1.15pm. Any children arriving after the external doors have closed MUST come into school via the front reception door and register with the office staff. Most absences are reported by telephone. If a parent delivering a sibling to school wishes to report a child's absence, staff on duty must insist that the parent goes to the office. Office staff will endeavour to contact the parents of any children not accounted for by 9.30am to ensure the child is ill and unable to attend and has not "dawdled" on the way to school. The school cannot be responsible for incorrect contact information as it is the parents' responsibility to keep contact details (especially mobile telephone numbers) up-to-date.

## **Departures**

If a child has to leave school during the working day, the adult collecting the child must be one of those named by the parent. The school office holds information for each child with regards to who is permitted to collect them. Parents of children in the Foundation Stage Unit must decide on a password which, when the child is collected by anyone other than the parent, is given to a key worker. This password must never be given to the child and renewed if circumstances change. Knowledge of the password will indicate to the school that the child is leaving in safe hands.

For children in years 1-6, if they are to be collected by someone other than the names on the list parents must inform the school before collection and that person must be identified by the child. Only adults aged 16 years and over will be authorised to collect children.

All children leaving school at times, other than the end of the session, are to be collected from 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 KS2 children as some parents wish their children to walk home alone. The school reserves the right to refuse permission for a child to walk home alone depending on circumstances. A member of staff will stand at the gate with a register of children allowed to walk home alone. No child will be allowed to leave if not on this list. All children must be collected from clubs by an adult during the months November to March, as it is dark and the roads are dangerous. No adult other than those named 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 designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

1. Children who are being collected from the Foundation Stage are individually handed over to a named adult.
2. Children in Year 1 will be handed over to a named adult waiting in the FSU/Yr 1/3.
3. Children in Years 2 to 6 will be taken onto the playground, lined up and handed over to an adult from this designated point.
4. Children not collected by 3.35pm will be taken down to the After School Club and this will be tracked by our internal systems. All children are taught the dangers of leaving the school premises without permission and their responsibilities and the risks this might incur. When

children attend school clubs we insist that they are collected by an adult unless the club letter offers an alternative e.g. Year 6 in the Summer term.

### **After-School Clubs**

All children who attend after-school clubs and events must be collected by a parent, carer or nominated adult during the months November to February, as it is dark and pupils' safety could be put at risk.

No adult, other than those named, 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 or carer immediately and await their advice.

If the parent or carer or alternative nominated adult is going to be late in collecting 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 Policy for Uncollected Children will be activated.

### **Exceptional Circumstances**

There are circumstances which may prevent normal arrival and departure procedures being implemented for an individual child for a particular reason. Alternative arrangements must be agreed with 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.**