



Arrivals and Departures Policy

Person in charge: Sharon Richards

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. The register will be kept in an accessible location in the Office at all times. This process will be supplemented by regular head counts during each session. Records of daily registers are kept by the Academy.

Gates:

Lower School gates are opened at 8:00am to allow for access for early morning provision. Upper school gates are opened at 8.45am. The lower school gate remains open all day for pedestrian and disabled access while the upper school gate is closed at 9:00 am by the Site Supervisor.

Arrivals

A member of staff will be on duty on each of the gates during opening hours. Foundation Stage children are left by their parents at the Foundation Stage Entrance. Key Stage 1 and Key Stage 2 children enter via the upper school entrance which is monitored by two members of staff. Parents will not be encouraged to come into school through the Upper Gate 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 9.15am. Any children arriving after the external door has closed **MUST** come into the Academy via the front reception door and register with the office staff. Any children not accounted for by 9.30am office staff will endeavour to contact parents to ensure that the child is ill and unable to

attend, ensuring that both parents and the Academy know where children are at all times. This will protect our children.

Departures

If the child is to be collected by someone other than the parent or designated 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 18 years and over - and with suitable identification, will be authorised to collect children.

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/designated carers, based on an understanding of a child's age, maturity and previous experience. Parents are invited to make their preference known for Year 6 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 reserves the right to refuse permission for a child to walk home alone depending on the distance and the concerns of the Academy.

At the end of the school day, those children who attend after school provision remain in school. These children's names are listed in the classroom. Upper school children leave by their classroom doors monitored by staff. Year 3 only leave by the Upper School entrance. Lower school leave from their lower school entrance. They are escorted by their class teacher and handed over to their parent/designated carer. Any child who is not picked up will be taken to the school office and if necessary, will attend after school provision. All children in KS2 are instructed to return to the Academy if the person collecting them is not at the designated place.

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, then the office staff will share this immediately with the relevant class teachers or teaching assistants to minimise the risk to any pupil.

If the parent/carers or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival.

All children must be collected from clubs by an adult

Where pupils are expected to be collected by an alternative person, this must be made by prior arrangement.

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.