



# Arrival and Departure Policy

Version Control

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#### Change History

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## Policy statement:

- The Staff and Governors recognise and accept their responsibility to provide a safe and secure environment for pupils, employees and visitors.
- Where appropriate, the Staff and Governors will seek any necessary expert advice to determine arrangements.
- The Governing Body will provide staff with enough resources, information and training to implement procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of pupils and staff.

## Aims:

Ensure arrangements at Adel Primary School support the school in meeting the aims of the safeguarding and child protection policy.

This document outlines policies, procedures and expectations regarding the dropping off and collecting of pupils at the start and the end of the day and also arrangements for collection during the school day.

## Travelling to School

As the majority of our pupils live within walking distance of school, **families are strongly encouraged to walk to school**. The large volume of traffic and parking at the start and end of the school day can pose a significant risk to our pupils.

For those families using cars please ensure that if you park on the surrounding roads and streets, you do so with consideration to our neighbours and ensure that access is not restricted for them. In addition, please note that parking on zig zags or double yellow lines outside of the school is not permitted under any circumstances. Access to the school car park is restricted to school staff and visitors only. Exception to this rule is granted to holders of a Blue Badge and for patrons of Daisy Chain Childcare (access is limited to ten parking spaces only - situated on the right-hand side upon entry to the car park).

Access to the carpark is restricted for ALL vehicles from 8.30am to 8.50am and from 3pm to 3.20pm each day – exception to this rule is granted to holders of a Blue Badge and coaches servicing school ONLY.

## Illness

If your child is unable to attend school due to illness, parents must inform the school office before 8.40am. Messages can be left on the school answerphone using Option 1 and should detail your child's name, class and reason for absence. School should be contacted on each day of the absence. If you have registered with the ParentMail app, you can inform school of absences in this way. Once registers close, the office will begin to contact parents of absent pupils who have not contacted school.

## Start of the day

The school doors open at 8.40am indicated by a bell ring. Pupils should walk straight to their class. If parents have a message or concern which needs passing to the teacher for that day they can hand a note to a member of staff at the classroom door, verbally pass the message on or go to the school

office where a member of staff will help them. If any concern requires a discussion, parents are asked to speak with the teacher at the end of the day or take their concern to the office as the teacher's first priority on opening the door will be greeting and settling the pupils.

The school day begins at 8.40am with the ringing of a bell and classroom doors opened. The classroom door will be closed on the second bell at 8.45am; any pupils arriving after this time will need to enter school via the office. All parents must sign their children in at the office if they are late. We ask that parents please exit the school outdoor site by 8.45am as many classes will begin using the outdoor areas for learning at this time. During times when parents are invited into school to join us for activities, we ask that they exit via the main entrance at the end of the activity.

Any pupils arriving on the school site prior to 8:40am are the responsibility of the adult who has brought them to school, and the school site rules apply during this time. Exceptions to this are when a pupil is asked to come to school early for a school visit etc.

## Bad weather (heavy snow)

School will always endeavour to remain open in all weathers as long as it is safe for staff and pupils to be there (this includes having enough staff to safely supervise the pupils). School will use the email and/ or text function of our electronic ParentMail system to keep parents up to date with information regarding bad weather. In addition, we will keep the front page of the school website updated too.

In bad weather, usually heavy snow, pupils will be allowed into school as soon as there is a member of school staff ready in the classroom. Parents must wait with their children to ensure adequate supervision is in place before leaving. If a pupil arrives late due to bad weather a late mark will not be given.

## End of the Day

The school day ends at 3.10pm for all pupils from Reception and Year 6. Nursery children can be collected from 3.00pm to 3.10pm. We ask that parents and carers do not enter the school grounds before 3.00pm as the outdoor areas are used for learning until this time. The end of the day bell will ring at 3.10pm and staff will endeavour to ensure children exit as promptly as possible however on occasions there might be slight delays. Pupils will exit from classroom doors. If you are unsure which door your child will exit from, you should ask your child's class teacher. Whilst your child is on the school site, the school rules apply. The trim trail and climbing frame are to be closed after school, and pupils should not play on them after 3.10 pm. The adult collecting the pupil is responsible for them once they have been collected from the school staff.

The following protocols are in place for the end of the day:

## All Year Groups

Pupils will be handed directly over by a member of staff to the parent/carer collecting. If a parent/carer hasn't arrived for collection within ten minutes, the pupil will be taken to wait at the school office and a phone call home will be made to establish why the pupil has not been picked up. If your child is expected to walk home on their own, you must inform the school in writing.

Each academic year all parents are required to fill in the *consent to collect* form which informs staff which adults can collect their child. **See appendix 1- Consent for collection form.** For Nursery and Reception parents a password must also be supplied and given to those people who are to collect your child. Staff will not release a pupil into a person's care unless the correct password is given.

**If a pupil will be going home with any person other than those named on the consent to collect form or the emergency contact form, then parents must inform school of this in person, by phone or by writing.**

**See appendix 2- Change of collection arrangements (this form will be available from staff at each class door, at our before school club and will be on the school website under the parents tab)**

**Staff will not allow a pupil to leave school with anyone other than those specified by parents.**

**It is parents' responsibility to ensure all contact and consent for collection details are up to date. School will send out reminders to update information regularly.**

## **Children walking to/from school independently**

As they get older, children who live close to school may wish to walk to and from school independently. It is recommended by school that the age for children to start walking home independently would be from Year 5 onwards (9-10 years), however this is a decision for parents to make dependent on the individual children and their circumstances. If parents wish their child to walk to/from school independently a discussion with school should take place beforehand. A change of collection form must be completed by the parent if a child changes from being collected to walking independently throughout the year. Staff can not release the child to walk at the end of the day without written consent.

## **Children collecting younger siblings**

With parental permission and by prior agreement with school, older siblings within Adel Primary School may collect younger siblings at the end of the school day. This applies to younger siblings who are in Key Stage 2 only.

Written permission from parents to school to authorise this must be included on the collection form (or change of collection form if mid-year).

Children in Key Stage 1 or Early Years will only be released into the care of a named adult/family member as per the collection form.

## **Clubs**

If your child is attending a club, it is automatically assumed they will be collected by a parent or one of the other named people with consent to collect at the end of the club. Please inform the school office if a pupil isn't attending a club they have signed up for.

## **Late Collection/Uncollected Pupils**

In the event of a pupil not being collected at the end of a session, the school wishes to cause as little distress as possible to the pupil and to the family. At the same time, the school needs to ensure the health and safety of the pupil is not put at risk. If a pupil is not collected at the end of a session the procedure will be as follows:

- The class register and the consent to collect forms will be checked for any information regarding collection of the pupil

- If no information is available, attempts will be made to contact parents/carers at home or at work as appropriate.
- If above is unsuccessful, attempts will be made to contact emergency numbers on the registration form.
- Attempts will be made to contact the parents/carers in any other reasonable way e.g. another parent.
- Staff will not allow the pupil to leave school with anyone other than those specified by parents.
- If staff are in any doubt about the safety of the pupil, the pupil will remain in the care of school staff.
- The pupil will not be given food and drink that is known to cause allergic reactions etc. otherwise the pupil will be offered food and drink.
- If none of the above procedures are successful, the Education Safeguarding Team, Police and Children's Social Work Services may be contacted.

### **Collection during the school day**

If pupils need to be taken out during the school day for essential medical appointments, parents should come to the school office to collect them and sign them out. Parents should also inform the office in advance of this so that class teachers are aware and a copy of the appointment letter should be brought to the school office. If appointments are in the morning parents should inform the office of the lunchtime arrangements for their child to ensure that a meal is cooked for them if required. We do ask that appointments be made after school where at all possible.

## Equality Impact Assessment

		Yes/ No	Comments
<b>1.</b>	<b>Does the policy / guidance affect one group less or more favourably than another on the basis of:</b>		
	▪ age	No	
	▪ disability	No	
	▪ gender reassignment	No	
	▪ marriage and civil partnership	No	
	▪ pregnancy and maternity	No	
	▪ race	No	
	▪ religion or belief	No	
	▪ sex	No	
	▪ sexual orientation	No	
<b>2.</b>	<b>Is there any evidence that some groups are affected differently?</b>	No	
<b>3.</b>	<b>If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?</b>	N/A	
<b>4.</b>	<b>Is the impact of the policy/ guidance likely to be negative?</b>	No	
<b>5.</b>	<b>If so, can the impact be avoided?</b>	N/A	
<b>6.</b>	<b>What alternatives are there to achieving the policy/ guidance without the impact?</b>	N/A	
<b>7.</b>	<b>Can we reduce the impact by taking different action?</b>	N/A	