

Denby Dale First and Nursery School

Policy for Arrivals and Departures

This policy is part of the school's policies for safeguarding children. Our school will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Dragonflies and Extended Provision

Arrivals

The provision opens from 7.30 in the morning and parents can drop off any time between 7.30 and 8.30. They should take their child to the door and hand them over to a member of staff – ensuring they have signed them in. There is the opportunity to talk to the staff to share any information. Staff from extended provision will make sure this information is passed on to the class teacher or key worker.

Departures

Children can be collected any time from 3.30 to 6.00 pm. They must be collected by the parent/carer or an adult named on the registration card. If anyone else is picking up it is the responsibility of the parent/carer to make sure they have informed the school and given the adult a password. Children must be picked up by an adult (Over 16 years of age) older siblings under the age of 16 may not collect children from the setting. When the children are picked up staff will share any information from the day either through verbal feedback or through the children's diary.

Foundation Stage Unit

Arrivals

The gates open at 8.40am and children from the Ladybird room should be in their base ready for register by 8.45am. It is the parent's responsibility to make sure a member of staff has welcomed their child before they leave.

Children in the Dragonfly and Butterfly rooms have a more flexible start and can be dropped off between 8.45 and 9.00. Once the child has handed their picture card to a member of staff they become school's responsibility.

A register is taken as soon as possible after the doors are shut.

Children arriving after the doors are shut must go to the main office to be signed in.

Departures

At 3pm the gates are opened and parents of children in the Ladybird room collect their children from the class base. Parents of children in Butterflies and Dragonflies can pick up between 3pm and 3.15pm. Once the child has been passed to the parent they are their responsibility.

Children being picked up early must be signed out at the main office.

Any children not picked up by 3.20 will be taken to the front office where they can wait in safety and parents can be contacted.

Key Stage 1 and Key Stage 2

Arrivals

In KS1 and 2 doors are opened at 8.40am and there will be a member of staff on the door to greet the children. It is the parent's responsibility to make sure a member of staff has welcomed their child before they leave.

A register is taken as soon as possible after the doors are shut.

Children arriving after the doors are shut must go to the front office to be signed in.

Departures

The bell rings at 3pm. In KS1 children will be sent out to their parent/carer and in KS2 they are trusted to find their parent/carer themselves. In all instances children are told if their parent is not there or if they lose them they should return to their classroom or to the front office and should not leave the school grounds. Parents of children with permission to walk to and from school by themselves should inform the class teacher and the school office.

All children not collected within 5 minutes are to be brought to the front office where they can wait in safety and parents can be contacted.

If the children are to be collected by someone other than the parent/carer, this must be indicated to a member of staff or the main office before collection. The adult nominated to collect a child must be one of those named by the parent. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children. 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 parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this as soon as possible. If the designated adult is late picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

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.

Some parents of Key Stage 2 children may wish their children to walk home alone. School must be notified if this is the case. The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time. All children must be collected from clubs by an adult unless written permission is given for the child to walk home or they are attending extended provision.