



## Arrivals and Departures Policy 2017/18

### Normanton Junior Academy

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.

#### **Arrivals**

It is the responsibility of staff to ensure that an accurate record is kept of all children in school, and that any arrival or departure to and from the premises is recorded in the Office. Similarly, when a child arrives late, parents must report to the Office.

Records of daily registers are kept by the school for the recommended years by the Local Authority.

Members of staff will be on duty in the LKS2 & UKS2 entrances during the opening times for arriving in the school, from 8.20am each day. In this way information can be shared between home and school at the beginning or end of each session to ensure children's welfare is given high priority.

Parents/carers are asked to make an appointment at the office to discuss any concerns etc. with a relevant 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 record the child's attendance in the daily register, which closes at 9.15am; children arriving after the gates have closed **MUST** come into school via the front reception door and register with staff at the office.

In the instance of any children not accounted for by 9.15 am, staff will endeavour to contact parents/carers to ensure the child is ill and unable to attend and has not 'dawdled' on way to school, ensuring parents and school know where children are at all times.

Looked After children [LAC] and children with Child Protection [CP] plans who are absent will be notified to the Head Teacher (or Deputy Head Teacher in her absence) as a matter of priority. The parent/carer of children attending other schools for alternative provision will be asked to notify us if the child is going to be absent as well as informing the alternative provider.

The school will inform the EWO of any child who has unsatisfactory attendance [below 90%] and a pattern of non-attendance on certain days of the week.

## **Gates**

The main gates to the playground will be locked at 8.50am. The main pedestrian gate at the front of the school will be used during the day to restrict access and protect the staff and children.

At 2.50pm the main gates will be unlocked. The main car park gates will remain closed; staff are able to exit the site by entering the padlock code. Parents/carers and children are not allowed to use the main car park gates at any time.

## **Departures**

Teachers will escort their own class out of school every night and be on duty in the playground/class departure area until 3.10pm. All children not collected within 10 minutes are to be brought into school where it is safe and warm by the teacher or member of staff and taken to the reception area.

All children will be returned to reception if the person collecting them is not at school.

If the children are to be collected by someone other than the parent/carer, this must be indicated to a member of staff before 2.30pm. The adult nominated to collect a child must be one of those named by the parent on their contact form. Only adults - aged 16 years and over - and with suitable identification, will be authorised to collect children with prior consent. Children in years 3 & 4 must be collected by a nominated adult. Children in years 5 & 6 may walk home alone. If a child is to be collected by a sibling or older child, then prior written permission must be given and agreed by the school. In the interest of safeguarding the Headteacher or DHT in her absence, reserves the right to keep the child on school premises until the parent/carer can collect them. In exceptional circumstances the child will be given a place in after school club until the parent/carer are able to collect their child.

Permission and arrangements for children leaving the school at the end of the day will be confirmed in writing by the parent/carer. 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 after school clubs by an adult unless written permission is given for the child to walk home.

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 a child is to be collected before the end of the school day, the school is to be notified on the same morning. On arrival to school to collect the child the parent/carer will report to the office staff. The child will then be brought, by staff, to the reception to be taken home by the parent/carer.

If the parent/carer or alternative nominated adult is going to be late to collect their child, school must be informed of this. If no one arrives to collect a child and the parent cannot be

contacted within an hour of the end of the school day, the Headteacher may take the decision to contact social services to inform them we have an uncollected child on the premises.

This policy was agreed by the Governing Body on: **11<sup>th</sup> July 2017**.

Signed: \_\_\_\_\_ (Chair of Governors)

Signed: \_\_\_\_\_ (Headteacher)

Policy due for renewal: September 2018