

## **Holycroft Primary School**

### **Pupil Arrivals and Departures Policy**

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.

#### **Arrivals**

Parents/carers will be responsible for the children they bring to school until the child enters the school building. Parents/carers should not leave their children in the playground unaccompanied before 8.55 a.m. If children are in Years 5 or 6, they may be left unaccompanied in the playground, but this is at the discretion of the parent/carer.

Children who attend Breakfast Club should be escorted by their parent/carer into the Nurture Rooms where they will be met by a member of staff. For other morning activities, children should be escorted by their parent/carer into school through the main office entrance and let into school by a member of staff. If children are in Years 5 or 6, they may come into school on their own, but this is at the discretion of the parent/carer.

Staff will be on duty in the school playground by 8.55 a.m. to collect the children in their classes. The children will then be escorted into the school building by school staff.

If children are late for lining up in the playground and their class has gone into school, they must be brought into school by their parent/carer through the main office. The children will be met by a named member of staff at the main office door. The main office door will be supervised by a member of staff from 8.55 – 9.15 a.m. Children in Key Stage 2 will be permitted to make their own way to their classes. Children in Nursery, Reception, Year 1 and Year 2 will be brought into school and will congregate in the area outside the cellar where it is safe. A named member of staff will then escort them to their classes.

Children arriving after 9.05 a.m. will be recorded in the late book.

On arrival in the classrooms, teaching staff will record the child's attendance in the register. If all children are present, the teacher may close the register as soon as possible. If there are children who are not present, the register must not be submitted until 9.15 a.m.

The parents of any children not accounted for when the register is submitted at 9.15 a.m. will be contacted by the Attendance Officer. It is imperative that teachers inform the Attendance Officer if they have been notified of any reason for a child's absence.

The Attendance Officer will notify the Designated Safeguarding Lead if any Looked After Children are absent. The Attendance Officer will also notify the Designated Safeguarding

Lead if there any child protection concerns with a child who is absent or a child who has a care plan, early help or a Common Assessment Framework (CAF).

### **Gates**

All gates to the playground will be locked at 9.05 a.m by the Site Manager. The main pedestrian gate on Victoria Road will be used during the day to restrict access and protect the staff and children.

The Nursery gate will be opened at 11.45 a.m. to enable parents to collect their children from morning Nursery and it will be locked again as soon as possible thereafter. The gate will be opened again at 12.15 p.m. for afternoon Nursery and locked as soon as possible thereafter. Any children arriving after 12.30 p.m. must be brought to the school office by their parent/carer and the child will be escorted to Nursery by a member of staff.

All other gates will remain locked throughout the school day, except for a minimal amount of time to allow access from the main school building into the playground at playtime and lunchtime.

### **Departures**

School staff will escort their own class out of school every day at 3.00 p.m. Staff will remain in the playground until 3.10 p.m. to ensure that each child is collected by a parent or a nominated adult. All children not collected within 10 minutes are brought back into school where they will wait in the main school entrance with a member of school staff.

If a child is not collected by 3.30 p.m. and the school has been unable to contact the parents or a person listed as a contact, the teacher will report this to the Designated Safeguarding Lead who will contact the appropriate authorities.

Parents of Nursery children will wait outside the door under the canopy. The door will be supervised by a member of staff and three parents at a time will be allowed into Nursery to collect their child. The children will be seated on the carpet area furthest from the door and supervised by a second member of staff. Each child will be handed over to their parent and the child and parent will use a one-way system through Nursery and exit by via the Reception playground door, which will be supervised by a third member of staff.

### **Parental permission for collection of their child by another family member of adult**

Permission and arrangements for children leaving the school at the end of the day will be confirmed in writing by the parent/carer – appendix a. A separate form must be completed for each child in a family.

An adult nominated to collect a child must be one of those named by the parent. 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 immediately and the child will not be able to leave until staff are satisfied that it is safe for them to do so.

In an emergency, parents may contact school to inform them that a person who is not on the collection list is collecting their child. This will only apply to that particular day. If they are going to collect the child again, they must add the nominated person to the collection list.

Siblings or other family members must be aged 14 years or over to collect children from school. If the child is in Nursery or Reception class, the sibling or family member must be aged 16 years or over.

The school reserves the right to refuse permission for a child to walk home alone. If a parent gives permission for their child to walk home alone, they must complete appendix b. Only children in Years 5 and 6 are allowed to walk home alone.

All children must be collected from after school clubs by an adult unless the child is in Year 5 or 6 and written permission is given for the child to walk home.

Appendix a

**Holycroft Primary School**  
**Collection from School – Nominated Persons**

<b>Name of Child</b>	
<b>Class</b>	

Please complete the table below with the details of people who you authorise to collect your child from school. **Please ensure you include parents.**

<b>Name of person who can collect your child from school</b>	<b>Relationship to child</b>	<b>Contact telephone number</b>

**Signature of Parent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Appendix b

**Holycroft Primary School**  
**Permission for Children to Walk Home Alone**

Please note that permission for children to walk home alone can only be given for pupils in Year 5 and Year 6.

<b>Name of Child</b>	
<b>Class</b>	

I give permission from my child to walk home alone from school at 3.00 p.m.

If my child attends after school clubs I will complete a separate permission slip for each club.

I understand that if my child attends a school trip that arrives back at school after 3.00 p.m. I will need to collect my child.

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_