Culverstone Green Primary School

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.

Gates

The main pedestrian gate will be locked at 8.50am. At 3.20pm the pedestrian gates will be unlocked to allow parents/carers to collect their children from the classrooms. Pedestrians are not allowed to use the main car park gates at any time. Parents/carers must not park in the school car park at any time.

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 school office. Similarly, when a child arrives late, parents must report and sign their child in at the office. Records of daily registers are kept by the school.

Members of staff will be on duty at the main entrance gate during the opening times for arriving in the school: 8.30am – 8.50am. Information can be shared with the staff on the gate to ensure children's welfare is given high priority but if you wish to see the class teacher then please do this at the end of the school day.

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 9.00am; children arriving after the gates have closed MUST come into school via the front reception door accompanied by an adult who must sign them in. All arrivals after 8.50am will be marked as late in the register.

Children in care and other vulnerable children who are absent will be notified to the Head Teacher (or Deputy Head Teacher in her absence) as a matter of priority. The school will inform the attendance officer of any child who has unsatisfactory attendance and a pattern of non-attendance on certain days of the week.

Departures

Teachers will dismiss KS2 children from the classroom. Reception class and KS1 children must be collected from the classroom. All children not collected within 10 minutes are brought to the school office and parents/carers will be asked to sign their child out when they collect.

- If Reception & KS1 children are to be collected by someone other than the parent/carer, this must be indicated to the school office before 2.45pm.

- No adult other than those named will be allowed to leave the school with a Reception or KS1 child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.
- The adult nominated to collect a child must be one of those named by the parent. Only adults – or siblings aged 16 years and over – and with suitable identification, will be authorised to collect children. If you wish to arrange for a sibling to collect your child, you must confirm this arrangement in writing.
- Older pupils are able to walk home if the parent/carer wishes but this must be confirmed in writing. 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.

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. Evidence of appointments will be required for pupils to depart early.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this and arrangements made with the school office for care of the child. If a parent/carer expects to arrive after 3.30pm then alternative arrangements for collection will need to be made.