



Arrival and Departure Policy

The school's arrival and departure policy is part of the school's policies for safeguarding.

Introduction

The Academy will welcome the children on arrival and ensure that they depart safely at the end of each session.

Admissions

It is the responsibility of staff to ensure that an accurate record is kept of all children in the Academy, and that any arrival or departure to and from the premises is recorded using the electronic register held in the office, which all parents must use when children are taken from the premises earlier than the usual sessions. Similarly, when a child arrives following register they will be classed as late, parents must sign the electronic record held in the Office. This process will be supplemented by regular head counts during each session.

Records of daily registration should be kept by the Academy for the timescales of retention recommended by the Records Management Guidelines.

Arrivals

All members of staff will collect their children from the yard each day. The children should line up in their class groups at 8.55 a.m. ready to be led into Academy by their class teacher following a bell at 9.00 a.m. In this way information can be shared between home and school at the beginning of each day to ensure children's welfare is given high priority.

Parents will not be permitted into the Academy but will be asked to make an appointment at the office to discuss any concerns etc with the member of staff.

On arrival to the classroom, a member of staff will immediately record the child's attendance on the daily register. The register will be accessed by the Office at 9.10am. Any children arriving after the external door has closed **MUST** come into the Academy via the front reception door and register with the office staff.

For any children not accounted for by 9.30am, the Family Support Coordinator will endeavour to contact parents to ascertain the reason for the child not arriving.

On days with inclement weather the doors will be opened at 8.50am (ten minutes early) to allow children to enter school and meet staff at their classrooms.

Departures

All children must be collected by a named adult at the end of the school day. Each child is handed over to their adult by a member of the Academy staff.

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff before collection. Parents are requested to complete a form to indicate which adults are permitted to collect children from Academy. 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. Children must be collected from clubs by an adult.

No adult other than those named will be allowed to leave the Academy with a child. In the event that someone else should arrive without prior knowledge, the Academy 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 on arrival. If the designated adult is late in picking up their child without prior warning, the provision of the Uncollected Children policy will be activated.

All children not collected within 10 minutes of the end of the school day will be brought into Academy by the teacher or another member of staff. After 15 minutes of no-one collecting the child, contact numbers will be rung by the staff.

For safety reasons, after children have lined up after the bell has been rung, parents and family members should step back so that children have enough room to line up and enter school independently with their teacher. Furthermore, at the end of the school day, parents should stand an appropriate distance away from the line so that all children can see their adult to be handed over safely.

Related Policies

- Breakfast and After School Club Policy
- Uncollected Children Policy