



Arrival and Departure Policy

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

Introduction

Our Academy will give a warm and friendly welcome to each child 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 in a separate register held in the office, which all parents must sign when children are taken from the premises earlier than the usual sessions. Similarly, when a child arrives late, parents must sign the record held in the Office. The register will be kept in an accessible location in the Office at all times.

This process will be supplemented by regular head counts during each session.

Records of daily registers should be kept by the Academy for recommended years by Local Authority.

Arrivals

All members of staff will collect their children from the yard each day. The children will line up in their class groups at 8.50am and will be led into Academy by their class teacher following a bell at 9am. 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, and send register to the office by 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. Any children not accounted for by 9.30am office staff will endeavour to contact parents to ascertain the reason for the child not arriving.

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. In Foundation stage, parents are requested to complete a form to indicate which adults are permitted to take the 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 provisions of the Uncollected Children policy will be activated.

All children not collected within 5 minutes are to be brought into Academy, where it is safe and warm, by the teacher or another member of staff. After 15 minutes of no-one collecting the child, contact numbers will be rang by the staff. (see uncollected children policy)