



# Moorlands Primary School

*High Expectations, High Achievements, Challenge and Enjoyment for All*

# Arrivals and Departures Policy

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date	Approved by Governors	Committee	Website Y/N
Becky Freeman	July 2016	July 2018			
Hannah Woodhouse -	July 2018	July 2020		Buildings/H&S	Y
Becky Freeman	June 2020	June 2022	June 2020		
Becky Freeman	June 2022	June 2024	July22		

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**

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 Local Authority. Members of staff will be on duty at the doors to welcome the children in during the opening times for arriving in the school, from 8.45am – 8.55am each day. Members of staff on the doors will have a radio to communicate. Parents/carers are asked to make an appointment at the office to discuss any concerns etc. with the member of staff.

Children who arrive on scooters and bikes will not be allowed to ride them onto the premises, to ensure the safety of other people. They should push them to the provided scooter pods or bike shelter, where they can secure their bike for the 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 doors have closed MUST come into school via the front reception door and register with staff in the office. Any children not accounted for by 9.30 am, office staff will endeavor 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 attendance officer of any child who has unsatisfactory attendance [below 90%] and a pattern of non-attendance on certain days of the week.

### **Gates, the driveway and Staff car park.**

The main gates to the playground will be locked at 9.30am. Parents/carers and children are not allowed to use the main car park gates at any time, unless given permission by the office for exceptional circumstances and a pass will be issued, to allow them to enter the carpark.

## **Departures**

Teachers will escort their own class out of school every night. Reception and Key Stage 1 teachers will ensure children are matched with their appropriate adult. At least 2 members of staff will be on duty in the playground/outside the children's exit for Lower Key Stage and Upper Key Stage 2 and will ensure all children have been collected.

All children not collected within 10 minutes of the end of the school day are to be brought into school where it is safe and warm by the teacher or member of staff and should be taken to the school office. If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed. If no one arrives to collect a child and the parent cannot be contacted within half an hour of the end of the school day, the school will contact social Care to inform them we have an uncollected child on the premises. Parents are expected to complete a 'Late Collection form' as attached at the end of this policy. Parents are encouraged to speak to staff if they are regularly struggling to pick their child up on time. Persistent lateness may result in a letter being sent to parents and will be referred to Kirklees Safeguarding Team. Late Collection forms are monitored regularly by the Senior Management Team.

In KS1 if the children are to be collected by someone other than the parent/carer, this must be indicated to a member of staff, and school must be contacted. The adult nominated to collect a child must be one of those named by the parent. In KS1 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.

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

Children who depart on scooters and bikes will not be allowed to ride them off the premises, to ensure the safety of other people. They should push them to the main footpaths before riding them.

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 or to an appointment by the parent/carer.

## Arrival and departure risk assessment

HAZARD	Rating	CONTROL MEASURES
Pupils arriving too early for school	L	<ul style="list-style-type: none"> <li>➤ Parents and pupils aware of school arrival and departure policy on arrival times</li> <li>➤ Members of staff in classrooms for 8.40 am</li> <li>➤ Proper procedures at the end of the day for the collection of pupils</li> <li>➤ Measures to ensure all KS1 children are collected by a named adult</li> <li>➤ Pupils not collected on time required to go to the admin office.</li> <li>➤ Supply teachers made aware of all procedures</li> <li>➤ Members of staff will monitor all doors where children enter and exit.</li> </ul>
Pupils unsupervised	M	
Pupils' security/safety	M	
Accidents to pupils	M	

### Late Collection Form

In line with our Arrivals and Departures policy, children will be brought to the main office for safety if they are not collected after 10 minutes (3.30pm KS1, 3.35pm, KS2).

Name of child/children:	
Class/classes	
Time of late pick-up	
Parent signature	
Optional: Reason for late pick-up	

If you are struggling to pick your child up, please let us know. Persistent late pick-ups may result in a **referral to the Kirklees Safeguarding Team**.

### **Amendments for Covid-19**

School arrivals will be staggered, to allow for social distancing.

Gates unlocked at 8.40am

Children to arrive with one adult, dropping at the gate where possible (not Reception children)

Two arrival and departure times: 8.45am and 9am and 3.15pm and 3.30pm. Children must arrive and depart promptly.

No children to be playing in the playground before or after school.