



Layfield Primary School

Arrivals and Departures Policy

November, 2017

Review date: November, 2018

1. Our school aims to give a warm and friendly welcome to children arriving at school and ensures that they depart safely at the end of each session.
2. This policy has been developed with The Rights of the Child in mind, specifically:

Article 3 (best interests of the child): The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 5 (parental guidance and a child's evolving capacities) Governments must respect the rights and responsibilities of parents and carers to provide guidance and direction to their child as they grow up, so that they fully enjoy their rights. This must be done in a way that recognises the child's increasing capacity to make their own choices.

Article 28 (right to education) Every child has the right to an education.

3. Admissions

- 3.1 It is the responsibility of staff to ensure that an accurate record is kept of all children in school using SIM's electronic registration system.
- 3.2 Any arrival or departure to and from the premises outside of normal school times is recorded in a separate register held in the Attendance 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 Attendance Office.
- 3.3 Records of daily electronic registers are kept by the school for the recommended years as detailed in the Retention of Records advice.

4. Arrivals

- 4.1 1 member of staff per class will be on duty in the playground from 08:55 – 09:00 each day. Doors to the Y2 and Y4 classrooms are opened and a member of staff supervises access.
- 4.2 Parents are not encouraged to come into the school building before school. Staff are available on the yard for 5 minutes before the start of the school day, however, if a parent feels they need longer to discuss an issue they are welcome to make an appointment to meet the teacher at a more convenient time. Appointments can be made directly with the class teacher at the school office.
- 4.3 At 09:00 a whistle is blown to signal the official start to the school day. Pupils are expected to line up quietly in class lines on the yard. Staff lead the classes into the building and doors are closed as the last pupils enter.
- 4.4 Inside the classrooms, staff greet the children and ensure a good start to the day. Registration is from 9.00 until 9.05.
- 4.5 Any children arriving after the doors have been closed MUST come into school via the front door and register at the Attendance Office.
- 4.6 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 their absence) as a matter of priority.

5. Gates

- 5.1 School gates will be opened by the member of staff opening school for the day.
- 5.2 The gates will be locked by a member of staff at 09:15. The only access to the school after this time will be via the front door.
- 5.3 At approximately 15:20, the gates will be unlocked to allow parents access to the school site.
- 5.4 They will be relocked at around 16:45 once all the after school clubs have finished.

6. Departures

- 6.1 Classes leave the school building via the nearest door to their classroom at 15:30.
- 6.2 Staff supervise all pupils leaving the school site to ensure that the safe collection of every child is monitored. Children not collected by 15:40 are taken to the school office by a member of staff. Office staff will endeavour to contact the parent.
- 6.3 If a child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff before collection. If the person collecting the child is not already known to the school, then a password must be agreed.
- 6.4 Only adults – aged 16 years and over – will be authorised to collect children unless there are exceptional circumstances.
- 6.5 Children in Years 4, 5 and 6 are allowed to walk to school and home alone, with parents permission. Parents must request this in writing (a form is available from the school office).
- 6.6 The school reserves the right to refuse permission for a child to walk to school and home alone depending on individual circumstances – this will be discussed with parents.
- 6.7 All children must be collected from clubs by an adult unless written permission is given for the child to walk home. Once the clocks go back, all children must be collected from clubs as it is too dark for children to be unaccompanied.
- 6.8 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.
- 6.9 If a child needs to leave school early for any reason the office must be notified as soon as possible. The child will need to be collected from the office and signed out using the appropriate folder at the Attendance Office.

7. Out of Hours Club

- 7.1 Children attending the Breakfast Club (Action for Children) are signed over to school by a member of staff at the office. Action for Children staff ensure that all children arrive at their classrooms prior to 08:55, where they accompany their teacher to the yard to line up with their peers.
- 7.2 Children attending the After School Club (Action for Children) meet Action for Children staff in the school library. They are signed out of school at the school office by a member of staff and taken to the After School Club room by Action for Children staff.
- 7.3 Children attending after school clubs organised by the school are collected by Action for Children staff from the club using the same system as described above.

8. Nursery

- 8.1 Nursery gates are opened by school staff at 08:45 and 12:30.
- 8.2 Parents are invited into the setting to support their child in taking off their coat, etc.
- 8.3 On arrival, children are asked to find their name card and take it to the Nursery group room where they place it in a folder. The register is taken before the morning session begins. Parents are asked to ensure that their child has gone into the group room before they leave.
- 8.4 Staff greet the children as they arrive and are available for parents to speak with, however, parents are encouraged to make an appointment to discuss things at length at a more appropriate time if this is necessary.
- 8.5 The Nursery gates are closed at 08:55 and 15:40.
- 8.6 Children attending Day Care before school, after school, for lunch and / or the afternoon session are brought to and / or collected from Nursery by Action for Children staff. Children are signed in and out of sessions accordingly.