



*'Growing, loving and learning,
in the arms of Mary.'*

ARRIVALS & DEPARTURES POLICY

Author: Lucie Stephenson
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PRINCIPLES AND PRACTICE

St Mary's School has a duty of care and responsibility towards its children, parents/carers, designated adults, staff and visitors. The procedures outlined below will be followed in ensuring consistent and safe practice.

Attendance

It is the responsibility of teaching and other staff to keep accurate records for all children who are present and absent. Register records are kept in school for the recommended period prescribed by the Local Authority.

Gates

There are three pedestrian entrances to school:

1. One near the Alexandra Road junction
2. One towards the middle of Meadowside
3. Main entrance to Foundation Stage and School Office

Gates 1,2,3 will be open from 8.40am and close at the start of the school day at 9.00am. These entrances will be manned by members of staff from 8.40am. The gates will be reopened at 3.25pm. These entrances are to be used by children from Y1 to Y6.

Reception Class children and parents use the Foundation Stage entrance, gate 3. The arrangements for the Morning Nursery are that the Nursery Entrance Gate is opened at 8.20am and locked at 9.00am, children will need to be picked up at 11.30 am at the main school office. For Afternoon Nursery the Nursery children are to be dropped off via the main school office. All late arrivals will have to use the School Office Entrance and be escorted to Nursery.

Arrivals

Children go straight into school on their arrival. Staff are on duty from 8.40am. There will be a staff presence on the main playground and at gates to ensure that children are directed appropriately to their classrooms. Staff on duty can share information between home and school at the beginning of each day to ensure children's welfare is given a high priority.

Parents will be encouraged to come into the Foundation Stage outdoor area to share the experience with their child. Parents will not be encouraged to come into the main playground but to make an appointment at the School Office to discuss any concerns etc with the member of staff.

Children will be electronically registered on arrival or as soon as after 9.00am as is possible. If the member of in charge of the class does not have access to the SIMS then a hard copy of the register must be complete and returned to the School Office by 9.15 am. There must not be any blank marks on the register. A child is either present or absent and a mark must be recorded.

Any children arriving after the gates have been closed must come into school via the School Office Entrance.

On receipt of the register Office Staff will contact parents whose child is not in school and a message has not been received. This will be done by 9.15am. On receipt of the register Office Staff will contact parents whose child is not in school and where a message has not been received. This will be done by 9.30am.

It is the responsibility of Office staff to make an accurate written record for all children who are very late or leave the premises early. School asks for sight of all medical appointment cards before releasing a child.

Departures

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. 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 authorized to collect children. The adult will sign to acknowledge that a child has been collected. This will only ever be through the main entrance.

Permission and arrangements for children leaving the school at the end of the day will be a matter for discussion between the school and parents/carers, based upon an understanding of a child's age, maturity and previous experience. School will request written permission for Years 5 and 6 should parents request that their child makes his/her own way home.

Parents are invited to make their preference known for Key Stage 2 children as some parents wish their children to walk home alone. School will request written permission for Years 5 and 6. This will be undertaken as part of the annual update of information requested by school each September.

School will consider this request carefully and discuss it with the parents. The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns of the school.

All children must be collected from After School Clubs by an adult during the months of November (beginning) – March (end of) as it is dark and the roads more dangerous.

No adult other than those named on our contact 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.

Late Pick-Ups

All children not collected within 5 minutes of the usual pick up time are to be brought by the staff member on duty to the School Office where it is safe, warm and supervised.

If a parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival in the morning. 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 in Key Stage 2 need to be constantly reminded that they are to return to school if the person collecting them is not at the designated place.

Monitoring and Evaluation

The Core Health and Safety Group and the Senior Management Team will monitor this policy and its implementation and effectiveness.

The Governors will monitor this policy as part of the annual monitoring programme adopted by the Governing Body.

St Mary's RC Primary School
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Meadowside
Sunderland
SR2 7QN

Telephone 0191 5536087 Fax 01915536088



ARRIVALS AND DEPARTURES YEARS 5 AND 6

Dear Parents

To Safeguard all young people in St Mary's School, if you wish to take responsibility for your child making their own way home from school then **from 05 September 2017**, we will require written permission from a parent/carer.

Please complete the attached pro-forma and return to your child's teacher. School will assume that where permission has not been given normal collection arrangements i.e. collected by one of the named adults on the School Contact Form will be the agreed arrangement.

Yours sincerely

Mrs L Stephenson

Head Teacher

ARRIVALS AND DEPARTURES YEARS 5 AND 6

Name of Child: _____ Class Teacher: _____

I confirm that my child has my permission to make their own way home.

Signed: _____ (Parent/Carer)

Please print name: _____

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Dear Parents/Carers

School regularly reviews and seeks to improve its Safeguarding Procedures. We have already implemented new procedures with our older children and we need to extend this to the rest of the school.

We have been advised to create the attached form so that we have the name of any adult who may collect your child from school. The name of the adult can be updated by speaking to your child's teacher. Please inform your child if possible about who will be collecting them from school.

Please note that there is a requirement for parents to come on to the school playground to collect your child. This applies for Reception Class up to Year 4.

If a reciprocal agreement has been made between two parents i.e. parents of a friend to collect the child, then the parents name should be down on the list.

If an adult **who is not on the list** will be collecting your child from school then a letter should be sent into school with the child, stating the adult's name and relationship to the child. We will be asking parents to generate a password that is known to an adult who may collect your child. If an unfamiliar adult is collecting your child they should approach staff to introduce themselves and reveal the password.

If a new adult does attempt to collect your child without a written explanation or without the password **we will be unable to let your child leave** the school premises until we have the consent of a parent/carer.

Only adults aged 16 and over will be allowed to collect the children.

If you have any additional concerns please speak to a member of staff.

Yours sincerely

Mrs L Stephenson

Head Teacher

HAND OVER ARRANGEMENTS

NAME OF CHILD	
CLASS	

Name of Child	Relationship with Child

Confidential, memorable password (Maximum 8 digits)	
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Signature	Date
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