

Shurdington CofE Primary
Be the **BEST** we can be, through love.

Believe Enjoy Succeed Together

'Love God and love your neighbour as you love yourself.'

Matthew 22, verses 37 and 39.

Policy for Arrivals and Departures

Shurdington Church of England policies are written in the spirit of Christian values

Agreed by Governors: December 2024

Review Date: December 25

Please read this policy alongside our Attendance and Child Protection Policies.

1. 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.

2. Admissions

2.1 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 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.

2.2 Records of daily registers are kept by the school for the recommended years by Local Authority.

3. Arrivals

3.1 A member of SLT will be open the gates before the start of the school day and remain available and on duty during the opening times for arriving in the school, from 8.40 am – 9.00 am each day.

3.2 Parents are not encouraged to come into the school building before school but will be asked to make an appointment at the office to discuss any concerns etc. with the member of staff.

3.3 The bell will ring at 8:40 and the children will be expected to walk to their classrooms and walk straight into class. All teachers will greet children at the door whilst TAs monitor children in cloakrooms. Registration is from 8:40 until 9.00. Any children arriving after 9:00 **MUST** register with the office staff.

3.4 Office staff will endeavour to contact parents to find out why a child is not at school, for any children not accounted for by 9.30 am (unless a message has been received).

- 3.5 Looked After children [LAC] and children with CP plans who are absent will be notified to the Head Teacher (or a deputy DSL or member of SLT in his absence) as a matter of priority.

4. Gates

- 4.1 School gates will be opened at 8:40 by a member of staff.
- 4.2 The gates will be locked by 9 am. The main pedestrian gate at the front of the school will be used during the day to restrict access and protect the staff and children.
- 4.3 At around 3 pm the gates will be unlocked. They will be relocked between 4:30 and 6:00. Children are not allowed to use the main car park gates as a pedestrian entrance at any time but parents may use the car park after 4:30 if their child is in After School Club.

5. Departures

- 5.1 The end of the normal school day for Key Stage one is 3:10 pm and 3:15 for Key Stage 2. The bell will ring at these times.
- 5.2 Teachers will escort their own class out of school every evening and be on duty with them until 3.20 pm. All children not collected by this time are to be brought into school to the blue chairs by the office by a teacher or member of staff. Any children not picked up after 15 minutes will be sent to After School Club. There will be a charge for use of this club.
- 5.3 If the children are 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/carer. Only adults – aged 16 years and over – will be authorised to collect children. Parents are asked to complete a 'Permission slip' detailing other adults who can collect their children when they join the school (see appendix 1). This is updated periodically.
- 5.4 Key Stage 2 children are allowed to walk home alone with parents' permission. Parents must request this in writing (a form is available in the school office and website – see appendix 2). However, the school recommends that children only do this during the last half of the school year due to the dark evenings over the Autumn and Winter months. If a parent chooses to allow their child to bring in a mobile phone to support them when walking home this must be given to the office. It will then be kept in the school safe and the child can collect it before they leave.
- 5.5 The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time.

- 5.6 All children must be collected from clubs by an adult unless written permission is given for the child to walk home.
- 5.7 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.
- 5.8 If a child is attending a sports fixture away from school they will be transported to the event by a member of staff or an adult nominated by the child's parent or carer.
- 5.9 If a child is attending a club or sporting fixture the adult in charge of the club will ensure that children are picked up by the appropriate adult or, in the case of Key Stage 2 children, they have permission to walk home by themselves.
- 5.10 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.

6. Arrivals and departures from our wrap around care.

- 6.1 Our Breakfast club starts at 8.00 and children should be dropped off and signed in by Breakfast Club staff. They enter through the gate by the bins and club staff will open the door leading onto the Y4/5/6 corridor when the doorbell rings.
- 6.2 Children should be collected from Afterschool Club from the same door as above. They will be signed out by Afterschool Club and will only be allowed to go home with named adults (see 5.3).

For more detailed information regarding arrivals and departures from our wrap around care please see separate BaASC Arrivals and Departures Policy.

Appendix 1

The following people have my permission to pick up my child/children
....., in Class, and they are over 16.

Name:	Relationship to child

Please print name

.....

Signed Date

.....

Appendix 2

PARENT/CARER CONSENT FORM FOR CHILD/REN TO BE ALLOWED TO WALK HOME ALONE

In order to ensure children's safety, only children in Key Stage 2 are allowed to walk home on their own. **To safeguard all young people in Shurdington CofE Primary School, if you wish to take responsibility for your child making their own way home from school then we will require written permission from a parent/carer confirming this arrangement.**

If you would like your child to walk home alone, please complete the details below: **This form MUST be filled in and returned to the school office before children can walk home alone.**

Child's Name: Year:

I /we consent to my/our child being allowed to walk home from school alone

Signed:

Name:

Date: