

**Northern Lights Learning Trust  
Hart Primary School**



# **Arrivals and Departures Policy**

**Review Date:**

**Spring 2019**

**Next Review Due:**

**Autumn 2021**

**Person in Charge:**

**Executive Head Teacher**

**Governance:**

**Chair of Governors**

## **Pastoral Care/Spiritual Development**

Our school values of Friendship and Trust, Always our best (service), Thankfulness and Compassion underpin all that we do at Hart Primary School, including keeping all of our pupils safe.

Our values underpin the relationships between all stakeholders in school, along with the partnerships with a wide range of agencies that share responsibility for keeping our children safe, including the Hartlepool and Tees Children's Safeguarding Board, the Local Authority, the police and the Hartlepool Children's Hub.

**The trust and school's Arrivals and Departures Policy is part of the school's pastoral system and safeguarding arrangements.**

**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.**

### **Admissions**

Electronic registers are taken at the start of the morning and afternoon session. These are updated by the school office if a pupil arrives late. It is the responsibility of staff to ensure that an accurate record is kept of all children in the school, and that any arrival/departure to the premises is recorded electronically via the management system currently used by the school (e.g. ScholarPack). It is also the responsibility of staff to ensure that any arrival/ departure is recorded in a separate book held in the office, which all parents must sign when children are taken from the premises earlier or arrive later than the usual sessions. The reason must also be stated. Similarly, when a child arrives/departs mid session, parents must sign the child into/out school 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.

### **GATES:**

Main gates and Nursery Gates will be unlocked at 8.45 am and locked at 9.00am by the designated member of staff. All arrivals after this point must arrive through the Reception Area. At 3:20 pm the gates will be unlocked and re locked at 3:40 pm when the majority of the children have left the premises. After this time, access to and from the premises will be via the main entrance of the school.

### **Y1 –Y6 Arrivals**

Pupils are the responsibility of parents/carers/ guardians until the pupil enters the school at 8:50 a.m. At 8:50 a.m. a member of school staff stands at the entrance and EYFS entrance to cordially greet pupils into the building. Member(s) of staff will also be on duty at the school gates to cordially greet pupils. Pupils may enter the building from 8:50 a.m. but the bell will ring to instruct children to enter the building at 8:55 a.m. so that they are ready to learn at 9:00 a.m. Parents will be encouraged to pass on information to the staff on the yard. EYFS pupils are encouraged to enter the building independently and staff are on hand to support with removing coats etc. and liaise with parents. If a longer length of time is needed, an appointment can be made to chat with class teacher. However, any safeguarding concerns will be addressed by the DSL or Deputy DSL at any time.

Parents will not be encouraged to come into the KS1 and KS2 areas but will be asked to make an appointment at the office to discuss any concerns etc. with the member of staff or a message can be passed on.

Teaching staff will be available in classrooms to greet the children at the classroom door and ensure a good start to the day. On arrival, a member of staff will record the child's attendance in the electronic register, by 9:10 am.

Any children not accounted for by 9.30am office staff will endeavour to contact parents 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. This will protect our children. The First Response Procedure will be actioned from 9:30 am. (see Child Protection Policy)

Animals are not allowed onto the school yard without prior authorisation by the Head of Schools.

## Departures

School ends at 3:30 p.m. KS1 and KS2 children are collected at the yard entrance to the building . EYFS enter via the EYFS garden.

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 authorised to collect children. The adult will sign to acknowledge that a child has been collected. This will only ever be through the main entrance during a session. Where pupils are expected to be collected by an alternative person a password system must be used.

Permission and arrangements for children leaving the school at the end of the day will be a matter for discussion between the academy and parents/carers, based on an understanding of a child's age, maturity and previous experience. If school and parents agree to consent that a child Y4 and above is safe to make their own way home or accompanied by an older sibling, it must be received in writing and uploaded to the management system. The school reserve the right to refuse permission for a child to walk home alone depending on the distance and the concerns of the school.

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 academy will telephone the parent/carer immediately and await their advice. A PASSWORD SYSTEM WILL BE USED. Where relationships have broken down between family members then should someone turn up to collect the child who is not the usual person or main carer then advice will be sought from the main carer before any child is released from school.

Where relationships have broken down between family members a plan will be used to identify who picks up the child, this will normally be the main carer or person with residency. Where a child is at risk from a family member then the child will be collected through the school office who will supervise the collection of that child.

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 staff will accompany children to the exit of the building, KS1 parents will have nominated waiting area at the start of the year. All children not collected within 5 minutes are to be brought into school where it is safe and warm by the teacher or member of staff on gate duty. These pupils may be taken to After school care facilities by arrangement with the Headteacher or wait with a designated adult at the main entrance.

All children in KS2 are to be taught to return to academy if the person collecting them is not at the designated place. Staff will need to be vigilant on gates to ensure any pupils loitering are brought back into school.

If a message comes into school via the school office about a change to arrangements for a child to be collected or going home at the end of the day the office staff will share this immediately with the relevant class teachers or teaching assistants to minimise the risk to any pupil.

Parents must not enter the building via the yard entrance unaccompanied by a member of school staff e.g. to access the toilet, to locate an item of missing clothing . Parents/Guardians must go the school entrance and be accompanied into school.

### **Breakfast Club**

On arrival to Breakfast Club or a morning activity, children must enter via the main entrance and the electronic register updated. The adult will see goodbye to the pupil at the main entrance and not go beyond the school reception area.

### **After School Clubs**

On arrival to the after school club, an electronic register will be taken. If a child is in school that day, expected at the club and has been in school that day. It is the responsibility of the club leader and class teacher to ensure that the pupil is safe.

Dismissals from clubs will be from the main reception area and following the rules for dismissal. Parents will not go beyond the school reception area.

**Hart Primary School wants to work closely with parents and carers but, to ensure the safety of our pupils, these procedures need to be adhered to.**