



## Arrivals and Departures Policy

**Date Reviewed by Curriculum and Standards Committee: Autumn 2023**  
**Review Date: Autumn 2024**

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.

There is no set age when children are ready to walk to school or home on their own. It very much depends upon their maturity and confidence. Therefore as regards to pupils in KS2 we believe that you, as parents, need to decide whether your child is ready for this responsibility. We highly recommend that pupils in year 3 and 4 are still brought to and collected from school.

In deciding whether your child is ready to walk to school you should assess any risks associated with the route and your child's confidence. Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness.

### ARRIVALS

#### Breakfast Club

The lower gate is open at 7:00. Parents/carers and children will enter school via the main entrance. The breakfast club supervisor will register each child. Parents/carers will leave via the main entrance and lower gate. Children will leave the hall at the end of breakfast club and enter their classrooms.

	<u>Start time</u>	<u>End time</u>
<b>Early Years Foundation Stage Bubble (24 children)</b>		
Nursery (Caterpillar Class)	8:45	3:00
Reception (Butterfly Class)	8:45	3:00
<b>Key Stage 1 (50 children)</b>		
Year 1 (Hedgehog Class)	8:45	3:15
Year 2 (Squirrel Class)	8:45	3:15
<b>Key Stage 2 (100 children)</b>		
Year 3/4 (Rabbit Class)	8:50	3:20
Year 4/5 (Deer Class)	8:50	3:20
Year 5/6 (Stag Class)	8:50	3:20

It is the responsibility of staff to ensure that an accurate register record is kept of all children in their class, and that any arrival or departure to and from the premises is recorded by the Office Manager. Similarly, when a child arrives late, parents/carers must report to the Office with their child.

Members of staff will be in classrooms to greet the children and ensure a good start to the day. A member of staff will record the child's attendance in the daily register, which closes at 9.30am (morning



session) and 1:30pm (afternoon session), children arriving after the gates have closed MUST come into school via the front reception door and register with the Office Manager.

Any children not accounted for by 9.30 am, office staff will contact parents/carers.

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 and record using CPOMS. 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.

### Gates

The Visitor gate (Lower gate) will be open from 7:00 each morning. The top gate will open from 8:45am

Please do not enter our school grounds using the driveway. Walk your child towards the school building and to the Key Stage 1 or Key Stage 2 entrances. Children will be welcomed by members of staff.

Parents are expected to leave the school site immediately following their children entering school so that gates can be locked and site secured.

The lower pedestrian gate which leads to the Main Office will be used during the day for visitors. All other gates will be locked.

The Top Gate will re-open at 2:55 and close at 3:30

The main car park gates will be closed from 9:30 till 2:30.

### DEPARTURES

Please enter school using the Lower Gate or the Top Gate and make your way to your child's classroom. Children will remain in their classes until a parent or carer can be seen from the classroom window.

Any children not collected within 5 minutes will be brought to the school office and the Office Manager will be informed. The Office Manager will contact parents/carers. The Head Teacher or in her absence a Designated Safeguarding Lead will be notified if parents/carers/second contact have not been able to be contacted. The relevant agencies, First Contact/Police will be notified when appropriate.

If the children are to be collected by someone other than the parent/carer, this must be indicated to a member of staff. The adult nominated to collect a child must be one of those named by the parent. Only adults, aged 16 years and over, will be authorised to collect children.

Permission and arrangements for children leaving the school at the end of the day will be confirmed in writing by the parent/carer. The school reserves the right to refuse permission for a child to walk home alone or a Key Stage 2 child to take home a younger sibling in Key Stage 1 or Nursery.

All children must be collected from after school clubs via the Main Entrance by an adult unless written permission is given for the child to walk home.

No adult, other than those who have been given permission from parents with parental responsibility, 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 parents/carers with parental responsibility immediately and await their advice.



There are no laws around age or distance of walking to school. A families' guide to the law states: "There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school." Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. However as a school we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

#### Pupils in Foundation Stage or KS1

Our agreed school policy is that no pupil in Foundation Stage or Key Stage 1 should walk to or from school on their own or be left on their own on the school premises either before or after school.

When deciding whether your child is ready for the responsibility to keep themselves safe whilst walking to and from school, you might want to consider the following:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they didn't want to do (scream, shout, kick, fight)?
7. Would they know what to do if they needed help?
8. Would they know who best to approach to get help?

If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own.

If you decide that your child is ready for this responsibility then you must inform the school by letter or complete the form below.

Your child will also be responsible for their behaviour whilst on the school premises either before or after school. Should their behaviour not be acceptable you will be asked to accompany or collect them until they have proved they can be trusted again.



IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE PLEASE ENSURE YOU LET US KNOW IN WRITING IMMEDIATELY.

Permission for pupils to walk to and from school unaccompanied

Person with parental responsibility to complete and return this reply slip to school as soon as possible.

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Name of child:

Year:

I wish to inform you that my child will be walking to/from school on regular basis. I will notify you immediately should this arrangement change.

Signed.....

(Name print).....

Date:

