

# Arrivals and Departures Guidance

Review Date	Reviewer	Approved by	Date Approved	Implementation
September 2022	Deputy Headteacher	Headteacher	July 2022	1 September 2022
September 2023	Headteacher	Executive Head	August 2023	1 September 2023
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## REVISION HISTORY

Issue No	Date	Description
3	September 2020	Updated legislation. Added Links to other policies.
4	September 2021	Change of time for Nursery. Updated payment details for Breakfast Club.
5	September 2022	Updated times for all year groups.
6	September 2023	Amended the information on animals on school site.

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Date Reviewed:	06/07/23	Ref:	SACRISTONACADEMY/ /ARRIVALS/DEPARTURES
Approved by EHT:	14/08/23	Originator of this document is:	J Barker

## **ARRIVALS AND DEPARTURES POLICY**

### **Admissions**

- Children are signed in when they are late, and this is recorded on SIMs.
- If children need to attend a medical appointment or other circumstances mean they are leaving school, they are signed out by the adult collecting them. The adult collecting them must be on the contact list for the child.
- Register opens and closes at the following times:  
8.40am for Nursery  
8.40-8.55am for Reception to Year Six  
1.00-1.10 for Reception to Year 6
- Children who are late must sign in at the main office and are escorted to their classrooms by a member of staff to ensure class teachers know who have been recorded on SIMs as late.
- Registered are submitted on SIMs. The School Administrative Team then run a report for children with missing marks and a first day response call is made by 9.30am
- Any concerns are noted by office staff and passed on to the class teacher or alternatively DSL.

### **Arrivals**

- Teaching assistants' man the entrance door to ensure all children are safely in the building. They close this door at 8.55am
- Entrance to the yard is via the arrival plaza. The gates are opened by the Facilities manager. See times below for when the gates are opened.
- Children and parents / carers assembly at either the EYFS meeting point, KS1 or KS2 yard.
- Arrival times are as follows:

Nursery	8.40am
Reception	8.50am
Year 1	8.45am
Year 2	8.40am
Year 3	8.40am
Year 4	8.50am
Year 5	8.45am
Year 6	8.40am

- The school gates are manned by the facilities management team during these times to ensure all children are safeguarded.
- Parents and carers are allowed on the yard. (No animals are allowed on site and no animals can tied to the railings at the bottom of the school lane).
- Parents can leave a message with the teaching assistant who is on door duty or alternatively speak to the admin team in the school office.
- Children are greeted with a good morning and a smile by their class teacher or respective adult.

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- Class teacher is responsible for the headcount and last check.
- First Day response is completed by 9.30am to contacts on SIMs to ascertain where the child may be. If no answer is received this is passed to the DSL.

## Departures

- Departure times are as follows:

Nursery	11.40am
Reception	3.05pm
Year 1	3.15pm
Year 2	3.10pm
Year 3	3.10pm
Year 4	3.20pm
Year 5	3.15pm
Year 6	3.10pm

- The arrival plaza gates are opened to parents and carers from 3.05pm by the facilities management team.
- Parents are allowed onto their respective yard to wait for the children to be discharged by their class teacher or teaching assistant.  
Nursery and Reception parents and carers wait at the EYFS gate.
- If a parent is late the class teacher will keep the child with them for the first five minutes in case, they are running late. They are then taken to the main school office and a phone call made home. The child will then remain inside the school office with administration staff until collected.
- It is an expectation of the children that if they can't find their parent / carer that they return immediately to the class teacher. For those children who may be walking home in Year 5 and 6 should they encounter any problems they would report to the main school office.
- If parents wish for someone else to collect their child, they must inform both the school office and the class teacher of the person who will be collecting the child. They must be over the age of 16 and their names registered as a person who can collect with school. In case of an emergency the matter must be given to the HT or DHT for a decision to be made.
- If a parent / carer wishes to speak to the class teacher, they must wait until all of the children in their care have been handed over to their responsible adult and they have left the school yard. Parent / carers will then be invited into school to speak with the member of staff.
- Children who are missing must be reported to the DSL immediately. Staff who discharged the child to inform who the child was discharged too. All staff to search to locate the child.
- Children in year 5 and 6 may walk home, only if the parent has completed the relevant paperwork with school.
- School will not allow children under the age of 16 to collect younger siblings from school. Exceptional circumstances must be directed to the DSL.

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- If parents, contact school to state a change in departure arrangements. Office staff will give the caller a password, they will then end the call and return the call using the numbers on the school SIMs system to ascertain they are speaking to the correct person. They will then ask for the password which had been given.
- School will allow children to return into the school building for missing articles etc, but they must be accompanied by a member of staff. Parents / carers to remain outside the building unless they wait in the main school office.

### Gates

- Arrival Plaza gates open and close at the following times. Facilities Management staff man the gates throughout the time period:  

7.45am -8.30am	Breakfast Club	(not manned)
8.40am-8.55am	Nursery – Year 6	
11.35am -11.45am	Nursery collection	
3.05pm-3.25pm	Reception – Year 6	
- All families to use the arrival plaza exit out of school on both a morning and evening. This will then take them down the lane past the school office and out onto Witton Road. The pedestrian gate remains open, but the delivery gates are closed between 8.30am-3.30pm.
- Parent can stand in the respective yards but at a distance from the main doors to ensure safe discharge of the children to adults on departure.

### Breakfast clubs/Afterschool clubs

- Parents and carers are able to access the school site from 7.45am in the morning. They go to KS2 building where a member of the breakfast club staff will greet the children and take any necessary information from the parent. Parents must accompany children.
- Children are expected to remain in the Key Stage Two building with the designated members of staff.
- Parents must accompany children into school and book sessions using Scopay for their child to access breakfast club. Any messages which need to be passed to class teacher to be given to the breakfast club staff.
- Children are signed in by their parent. Children are then taken to their respective classes by a member of the breakfast club at 8.40am and handed over to their class teacher.
- Headcounts are completed before children leave breakfast club room.
- All after school clubs finish at 4:15pm.
- Parents and carers are expected to ensure children are collected from after school clubs by a suitable adult, unless alternative arrangements have been agreed by the Designated Safeguarding Lead.

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