

Abbey School

Arrivals and Departures Policy and Procedure

This policy is part of the school's safeguarding procedures.

Abbey 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.

Arrivals

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 at times outside the norm, is recorded in the Office. Similarly, when a child arrives late (after 9:15 am), the child/parent must report to the Office.

Teachers will be on duty in the school from 8.55 am each day. Staff will open the class room door at 9:00 am – please ensure the children arrive at this time. Arriving in school on time gives the children time to settle in to class before assembly. Most small children are accompanied by a parent and in this way information can be shared between home and school at the beginning or end of each session to ensure children's welfare is given high priority. However, such an exchange must be quick and to the point; this is not the time to expect a long and/or exclusive appointment as teachers have all the children in the class to meet and greet. Teacher/parent appointments are scheduled each term during parent contact week, and at any other time via the school secretary.

KS2 children are dropped off at the school entrance from 8.50 am – this allows them to walk independently into school, to take their belongings to their cloakroom peg and to ensure that they take all that is relevant into their classroom with them. Entering school unaccompanied by a parent may seem a small difference from KS1, however, it is a very important step towards independence.

Unless they are attending Early Room or for a pre-arranged extra- curricular subject, children should not arrive on the school site prior to 8.50 am. Teachers are not in attendance prior to this time as they are preparing for their day or are in meetings. Children arriving earlier than 8.50 am should attend early room which opens with Breakfast Club at 8:00 am. If early arrival is a regular occurrence for any child an appropriate bill will be raised.

On arrival, a member of staff will record the child's attendance in the daily register, which closes at 9.15am, children arriving after that time are registered as late and MUST arrive via the school reception office and register in the early/late book with the secretary.

Please ensure if your child is not attending school that you ring the school office EVERY DAY of absence (unless you have clarified arrangements with the office – for example a hospital admission) prior to 8.45 am so that our absence records are accurate. When a child is not accounted for by 9.30 am, office staff will endeavour to contact parents/carers to ensure the child is ill or unable to attend.

The school will inform the Local Authority attendance officer of any child who has unsatisfactory attendance [below 95%] and a pattern of non- attendance on certain days of the week

Entrance

Only the main pedestrian gate to the courtyard will be used during the day to restrict access and safeguard the staff and children. Staff are not available to open the front door of the school and parents must use the parent entrance with an appropriate access number on the keypad.

Departures

At 3.00 pm parents collect EYFS children while KS1 children are dismissed to parents or other adults that have been notified to the school, from various exits, as indicated by the class teachers.

All pupils are handed over to parents (or appropriate adult) at the end of each day.

All children not collected within 10 minutes will be brought to the Late Room – this includes children who are attending after school clubs when the club finishes.

If the children are to be collected by someone other than the parent/carer, ideally this must be indicated to the class teacher in the morning or be written in the home book. If a change to the person collecting children is made during the school day, parents should notify the school office as early as possible but before 2.45 pm. Please avoid calling the school office after 3 pm with this information as the office is very busy and your child may already be concerned. The adult nominated to collect a child must be one of those named by the parent. Only adults – aged 16 years and over – who are authorised to collect children by the parents, will be given permission to remove a child from school - even if we know you!

Pupils in KS2 walking home on their own (Years 3, 4, 5 & 6)

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, and of course, where you live. Therefore, as regards pupils in KS2 we believe that you as parents need to decide if your child is ready for this responsibility. (We would still highly recommend that pupils in year 3 and 4 are brought to and collected from school as outlined above).

In deciding whether your child is ready to walk to school and home on their own you should assess any risks associated with the route and your child's confidence. Work with your child to build up independence while walking to school through route finding, road safety skills and general awareness. There are lots of ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently. Walking to school is a great opportunity to learn road safety skills. The best way to do this is to walk with your children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence to deal with traffic and route finding on their own, in preparation for walking with friends or alone when they are older.

Teach your child to:

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Always cross at the intersection where there are traffic lights; do not cross in the middle of the road. Alternatively cross in a place where you can see clearly in all directions. Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.

- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour). And if that person tries to convince your child to go with them or tries to physically get close to them, then scream, "Help! This is not my dad!" or "Help! This is not my mum!" and run away. Please do not assume your child will know to do this, or even how to do this, unless you teach them.

When deciding whether your child is ready for this responsibility 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?
9. Can they walk home with a friend or in a group?

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 Headteacher in writing. Your child will be prevented from walking home alone unless this permission has been given in writing. Your child will also be responsible for their behaviour whilst on the school premises either before or after school walking home. Should their behaviour not be acceptable you will be asked to accompany or collect them until they have proved they can be trusted again.

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. We would advise no KS2 child walks home alone even if authorised by their parent but walks in a friendship group.

All children must be collected from after school clubs by an adult unless written permission is given for the child to walk home – again this comes to the Headteacher as above.

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 – even if we know you!

If a child is to be collected before the end of the school day, the school is to be notified on the same morning. On arrival to school to collect the child the parent/carer will report to the office staff. The child will then be brought, by staff, to the reception to be taken home by the parent/carer.

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 no one arrives to collect a child and the parent cannot be contacted within an hour of the end of the school day or after school club and we have not been advised of any change of arrangements or delays, the school will contact social services to inform them we have an uncollected child on the premises. END