

## Policy: Arrivals and Departure Policy and Procedure

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**PLEASE NOTE - this policy has been updated to take into account the arrangements we have in place during the Covid-19 pandemic.**

### Mission Statement

At Abbey School our aim is to teach to inspire, motivate and nurture the next generation of creative and critical thinkers. We work in partnership with parents and the community to achieve the highest standards. Our main goal is to encourage our children to be resilient, respectful, responsible independent learners, equipped for lifelong learning. Through stimulating, safe learning environments and excellent opportunities to succeed in and out of the classroom, we encourage children's progress and achievements.

### Our Core Values

RESPECT, RESPONSIBILITY, RESILIENCE

These 3 core values underpin the ethos of Abbey School. Our young pupils are encouraged to understand these values and how they develop, initially, at the micro level around themselves, their friendships, their families and our school. Later, our older pupils begin to understand how these self-same values affect our lives on the macro level, with all this means for their lives as they grow into adults and their environment of Devon, the United Kingdom, and also the planet in which we live.

## **Statutory Policies**

This policy was written to accommodate the alterations required for the safe arrival and departure of our pupils during the Covid-19 pandemic.

There are many and frequent government updates for schools, all of which are scrutinised and any alterations relevant to our school are immediately incorporated into this procedure.

## **Rationale**

Children need to feel safe and happy in school. 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 day.

## **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 or from the premises is recorded. Similarly, when a child arrives late, parents must use the intercom and thus report to the School Office to sign in.

Members of staff will be on duty at the appropriate entrances as allocated, during opening times for arriving in the school, between 8.45am – 9.00am each day. In this way information can be shared between home and school at the beginning of each session to ensure children's welfare is given high priority. Teaching staff not already on duty at the gate will be available in classrooms to greet the children and ensure a good start to the day. On arrival, a member of staff will record the child's attendance in the daily register, which closes at 9.05am.

## **No Parental Admissions to School**

Parents/carers are not permitted in school. Staff are available at the start and end of each day for a brief, socially distanced conversation. For a more in-depth discussion on any concern, please phone for an appointment and a relevant member of staff will arrange to meet you on zoom.

## **Late Arrivals**

Children arriving after the gates have closed **MUST** come into school via the front reception door, using the intercom and registering with staff at the 'late station' if in time, or signing in the Late Book at the School Office.

Any children not accounted for by 9.30 am, office staff will endeavour to contact parents/carers to discover if the child is ill and unable to attend or has 'dawdled' on their way to school, ensuring parents and school know where children are at all times.

Looked After children [LAC] and children with Child Protection [CP] plans who are absent will be notified to the Head (or School Office in her absence as a matter of priority. The parent/carer of children attending other schools for alternative provision will be asked to notify both settings if the child is going to be absent.

## **Poor Attendance**

Attendance matters! If a parent or carer fails to ensure their child's regular attendance at school, they could be found guilty of a criminal offence under section 444 of the Education Act 1996, unless the absence has been authorised by the school.

The school will inform the Local Authority attendance officer of any child who has unsatisfactory attendance [below 90%] and/or of there is a pattern of non-attendance on certain days of the week.

### Gates

The main gates to the playground and courtyard will be locked at 9.05am. The main gate at the front of the school will be used as a pedestrian entrance only by parents/ carers and children during the day to restrict access and protect the staff and children. Parents/carers and children are not allowed to use the main car park gates after 9.05 am unless arriving late. The main car park gates will remain closed but unlocked throughout the day for staff to enter and exit the site.

### Departures

At 3.25pm the courtyard main gates will be unlocked and will be re-locked at 3.45pm when the majority of the children have left the premises. Teachers will escort their own class out of school at the end of each day and be on duty until 3.40pm. handing pupils over to the responsible adult collecting them, thus providing an opportunity to pass on any relevant information that can be quickly and safely conveyed, and providing opportunities for children's welfare to be prioritised. (Staff are supervising all pupils in their class and this is not the time to expect an in-depth meeting but simply a brief word or two). All children not collected within 10 minutes of dismissal, i.e. by 3.10pm for infants and 3.40pm for juniors, are to return to school with the teacher, to be safe and warm while arrangements are made for their collection/departure.

### Early Departures

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 at school to collect the child the parent/carer will ring the intercom of the front door. The child will then be brought, by staff, to be taken home by the parent/carer.

### Late Departures

If the parent/carer or alternative nominated adult is going to be late to collect a child, staff must be informed before normal departure time. If no one arrives to collect a child and the parent cannot be contacted within half an hour of the end of the school day, in order to assess whether there has been an accident etc, the school will contact social services to inform them there is an uncollected child on the premises.

### Change of Collecting Adult

If the children are to be collected by someone other than the parent or regular carer, this must be indicated to a member of staff before 2.45pm. The nominated adult must be one of those named by the parent. Children will only be released to an adult – aged 16 years and over – with suitable identification. Permissions and arrangements for children leaving the school at the end of the day with anyone other than a parent or regular carer will be confirmed in writing by the parent/carer, or in an emergency, by phone. Without prior arrangement and to safeguard your child, if the adult picking up is not known to us, the school will telephone the parent/carer immediately and await advice. (In the past, this has led to a 2-hour delay in releasing a child. Please don't let this happen to you!).

### Children Walking Home Alone

If you would like to encourage your upper junior child to walk home, please discuss this with the school, who will usually be very happy to support this decision as a relevant step towards the independence of secondary school life. 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.

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