

Arrivals and Departures Policy

This policy is part of the school's policies for safeguarding children.

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.

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 is recorded in the Office. Similarly, when a child arrives late, parents must report to the Office.

Members of staff will be on duty at the main entrance gate during the opening times for arriving in the school, from 8.30am – 8.45am each day. Staff will open the KS2 and KS2 door from 8.30am. In Reception the class teacher will collect the children from the KS1 playground at 8.45am. In this way information can be shared briefly between home and school at the beginning or end of each session to ensure children's welfare is given high priority.

Parents/carers are asked to make an appointment at the office to discuss any concerns etc with their child's class teacher.

Teaching staff 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 9.00am, children arriving after the gates have closed MUST come into school via the front reception door and register with a member of the office staff. Any children not accounted for by 9.30 am, office staff will endeavor to contact parents/carers 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.

Looked After children [LAC] children with Child Protection [CP] plans and children who are persistently absent, who are absent will be notified to the Head Teacher (or Deputy Head Teacher in her absence) as a matter of priority. 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. The school will track and inform the Chesil Inclusion Leader of any child who has attendance below 90% and a pattern of non-attendance on certain days of the week.

Gates

The main gates to the playground will be locked at 9.00am. The gate to Weymouth College and Lodmoor Country Park is locked at 9.00am. The main pedestrian gate at the front of the school will be used during the day to restrict access and protect the staff and children.

At 3.10pm the main gates, Weymouth College gates and Lodmoor Country Park gates will be unlocked and will be re-locked at 3.30pm when the majority of the children have left the premises.

The main car park gates will remain open for staff to exit the site.

End of Day

Y5 and Y6 Teachers will escort their own class out of school every afternoon. Y4 and Y2,Y1 and Reception children are collected from their classrooms via external doors. Y3 to the area at the front of school by the bike shed. All children not collected within 10 minutes are kept in school where it is safe and warm by the teacher or member of staff and taken to the main entrance. A member of SLTf will be on duty on KS2 playground until 3.25pm.

All children are returned to the reception desk if the person collecting them is not at school. The teacher or TA bringing the child to reception must then ensure the office staff are aware that a child is still waiting to be collected. The class Teacher or TA is responsible for making a phone call home to check why the person collecting has not arrived and sharing this information with the office staff.

If the children are to be collected by someone other than the parent/carer, this must be indicated to a member of staff before 2.45pm. 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.

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 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.

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. Telephone calls regarding collection and pick up arrangements are to be recorded on ARBOR as well as being shared with relevant staff.

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 half an hour of the end of the school day, the school will contact social services to inform them we have an uncollected child on the premises.

Reviewed September 2024

Next review due September 2025