

SALTFORD CHURCH OF ENGLAND PRIMARY SCHOOL



Arrivals and Departures Guidelines

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

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 (after 9am), the child/parent must report to the Office.

The Headteacher will be on duty on the playground during the opening times for arriving in the school, from 8.45am each day. Staff will open the class room door at 8:50 am for FS / KS1 – please ensure the children arrive no later than this time. 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. The children also have time to settle in to class before registration starts.

KS2 children are dropped off at either the Wessex building or the Music room depending what route they are taking into school at 8.45am – this allows them to walk independently to their classroom. Children must be in their classrooms by 8.50 am.

Unless they are attending Chuckles Before and After School Club or a pre-school extra-curricular club, children should not arrive on the school site prior to 8.45 am. As an exception, children arriving earlier than 8.45 am should go to the Library and read – parents will be notified if this is a regular occurrence as staff are not in attendance prior to this time as they attend a morning briefing.

Teaching staff will be available in classrooms from 8.50am 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, children arriving after 9.05 am MUST come into school via the front reception door and register with the office.

Parents/carers are asked to make an appointment to see a class teacher at the office once registers have started to discuss any concerns etc, should a longer conversation be needed to avoid delaying the morning register.

Please ensure if your child is not attending school that you ring the school office EVERY DAY (unless you have clarified arrangements with the office – for example a hospital admission) your child is absent prior to 8.45 am so that our absence records are accurate. Any children not accounted for by 9.30 am, office staff will endeavour to contact parents/carers to ensure the child is ill and unable to attend. We may need to do a home visit or contact the police should we not be able to clarify where your child is.

Looked After children [LAC] and children with Child Protection [CP] plans who are absent will be notified to the Head Teacher (or the Inclusion leader 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 inform the Local Authority attendance officer of any child who has unsatisfactory attendance [below 96%] and a pattern of non- attendance on certain days of the week. Please see the Attendance Section of the School Website [here](#).

Gates

The main gates to the front and back of the school will be locked at 9.10am. The main pedestrian gate at the front of the school will be used during the day to restrict access and safeguard the staff and children.

At 3.00pm the main gates will be unlocked. The main car park gates will remain closed but are on a sensor so that staff can exit the site. Parents/carers and children are not allowed to use the main car park gates at any time or the gates from the playground area into the car park. Parents allowing their children to go through the gates that are meant for vehicles, just as they are opening or shutting put their children (and themselves) at risk and also jam the gates which are costly to repair and take funds away from the children's learning.

Departures

Teachers will supervise their own class out of school at the end of the school day. KS2 children are encouraged to return to the classroom/office if the parent/carer is not at the expected meeting place. **All** children not collected within 10 minutes are to be brought to the school office – this includes children who are attending clubs when the club finishes.

FS/KS1 children are collected from the classroom door. KS2 children are collected from the agreed meeting space **inside** the school grounds for those children being met by their parents.

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. If a change to the person collecting children is made during the school day, parents should notify the school office before 2.45 pm. Please avoid calling the school office after 3 pm with this information as the office is very busy. 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.

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. Therefore as regards pupils in KS2 we believe that you as parents need to decide whether your child is ready for this responsibility. We would still **highly recommend** that pupils in year 3 and 4 are still 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 children to build up their 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.

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 friends?

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 by completing the slip below – this will come to the Headteacher. 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.

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 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.

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Saltford C of E Primary School Permission for pupils to walk to and from school unaccompanied

Person with parental responsibility to complete and return this reply slip to school a.s.a.p

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.

I have read and understood the guidelines, systems and reasonable precautions set out in our Arrivals and Departures Policy.

Signed.....

Date: (d/m/y) (Name print).....