

Mill Hill Primary School

Policy on Arrivals and Departures

(see also Attendance, Child Protection Safeguarding, Behaviour and Discipline, Health Safety and Welfare, Risk Management, School Environment, Uncollected Children)

1 Introduction

- 1.1 Our school and the governing body will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

2 Aims and objectives

- 2.1 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 outside of normal school hours, ie 9.00am to 3.15pm (Key Stage 1) and 9.00am to 3.20pm (Key Stage 2), is recorded.

3 Admissions

- 3.1 Any arrival or departure, of children and staff, outside of normal school hours is recorded in separate registers held in the school office.
- 3.2 The registers will be kept in an accessible location in the office at all times.
- 3.3 Daily registers will be kept by the school for the number of years recommended by the LA.

4 Gates

- 4.1 Pedestrian gates on the junior and infant playgrounds will be opened by the Site Manager at 8.50am and locked at 9.10am. They will be opened again at 3.10pm and closed at 3.30pm.
- 4.2 Blue security gates, which prevent access to the school building, will be opened at 8.50am and locked at 9.00am. Those on the infant yard will be opened at 3.15pm and closed at 3.30pm. Those on the junior yard will not be opened at the end of the school day, as pupils leave from their classroom.
- 4.3 Main school gates are open for vehicular access throughout the day and visitors to the school should use the car park to the right of the main gates. Do not walk down the main drive, instead cross the drive and use the pathway along the side of the main school building.

5 Arrivals

- 5.1 Members of teaching staff will be on duty on the infant and junior playgrounds from 8.50am each morning, as the gates are opened.
- 5.2 At 9.00am the children line up, class teachers arrive on the playgrounds in order to accompany children safely into school.
- 5.3 If members of staff on duty feel that it is inappropriate for the children to remain on the playground until 9.00am eg heavy rain, snow, ice, children will be invited to enter the school building immediately on arrival. Children will be permitted to enter the building via the nearest entrance, regardless of key stage.
- 5.4 Parents are not allowed into classroom areas at the commencement of the school day, as it is critical to ensure a prompt start to the school day. Immediate contact may be made with the teacher while on the playground. It may be necessary for parents to make an appointment at an alternative and more appropriate time or it may be necessary for the parent to go round to the school office.

- 5.5 Registration is immediate and registers are sent to the office by 9.10am.
- 5.6 Any children arriving after the security gates have been locked must enter school via the school office and register there.
- 5.7 A 'First Day Response' system operates for any children who are not accounted for by 9.30am, thus ensuring that the whereabouts of the children are known by both parents and school at all times.

6 Departures

- 6.1 If a child is to be collected early from school, the parent/carer, or other known adult, must report to the school office and the child will be called for. Details of the child's departure will be recorded by office staff.
- 6.2 If the child is to be collected by someone other than the parent/carer or alternative known adult, this must be indicated to a member of staff before collection.
- 6.3 Only adults, aged 16 years and over, will be authorised to collect children unless prior arrangements have been agreed with the school.
- 6.4 Permission and arrangements for children leaving the school at the end of the day will be a matter for discussion between the school and parents/carers, based on an understanding of a child's age, maturity and previous experience. Parents are invited to make their preference known for KS2 children, as some parents wish their children to walk home alone. School will consider this request carefully and discuss it with the parents. The school reserves the right to refuse permission for a child to walk home alone depending on the distance and the concerns of the school.
- 6.5 In the event that someone unknown arrives to collect a child without prior arrangement, the school will telephone the parent/carer immediately and await their advice.
- 6.6 If the parent/carer or alternative known adult is going to be late to collect their child, staff must be informed of this. If the designated adult is late in collecting the child without prior warning, the provisions of the 'Uncollected Children' Policy apply.
- 6.7 Children from Reception to Year 5 are seen out of the classroom onto the playground by class teachers. Year 6 children are taught to report to the members of staff on playground duty at the end of the school day if uncollected.
- 6.8 Children not collected within 5/10 minutes are brought back into school and accompanied to the school office from where a phone call will be made to the parent/carer.
- 6.9 Children attending Mill Hill Primary School clubs should be collected from the junior hall fire doors, unless otherwise notified by school or unless prior arrangements have been made by the parent/carer for early collection, in which case the parent/carer should report to the school office.
- 6.10 KS1 children attending Mill Hill Primary After School Club will be collected by a member of staff from the classroom. Children should be collected at the end of the day directly from the After School Club room.

7 Monitoring and review

- 7.1 The policy will be regularly reviewed.