

St Bede’s Catholic Primary School

EYFS Arrival and Departure Procedures (Overview)

**Aims**

To ensure that the arrival and departure of all children attending the setting is carried out safely and to promote the welfare of the children in our care.

St Bede’s Catholic Primary School believes it is essential to ensure all pupils are safe when they leave school at the end of the day. We appreciate that, for many families, arrangements need to be flexible and it may be that several people care for the child after school. For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils.

**The school day**

*8.30am Morning session for Nursery children begins. EY gate open.*

8.45 Reception pupils to enter school (Nursery register closes)

9:00 Reception School day begins (close of registration)

*11.30 Morning session for Nursery am children finishes*

11.30 start of FT Nursery (30 hour provision) and Reception dinnertime

*12.15 Afternoon Session for Nursery children begins*

12.45 lunchtime finishes for 30 hour Nursery and Reception children

3:00pm gate opens for end of day collection

3:10 Reception class departures

*3.15 end of the afternoon session for Nursery children*

**Routines**

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| --- | --- | --- |
| **EYFS Class** | **Arrivals** | **Departures** |
| Nursery | 8:30 AM session  12:15 PM session  8:30 30 hours pupils | 11:30 AM session  3:15PM session  3:15 30 hours pupils |
| Reception | 9am (gates open at 8:45 for 9am start) | 3:10pm |

**Arrival**

EYFS playground gate opens at 8:30am. Children from Nursery/Reception should enter via the EY path and we ask that all adults ensure that their child is handed over safely to a member of staff at the EY cloakroom entrance.

An additional member of staff will also be available at the door wherever possible to pass on/ take any important messages. We ask that all parents/careers keep us informed of any changes in supervising adult or pick up/drop off routine. This information is recorded on a class information sheet which is referred to daily.

Parents are not permitted to use the staff car park.

All teachers and teaching assistants should be in the setting by 8.45am (8:30 Nursery), ready to meet and greet their children.

The external doors and gates are closed at 9:00am and late arrivals must come through the main entrance to reception.

All late arrivals must enter via the school office and sign in on the ‘Sign In App’ system if they are more than 10 minutes late and parents must accompany children to record reasons for lateness.

**Register**

At St Bede Catholic Primary School, the attendance register is taken at the start of the first session of each school day and once during the second session. On each occasion a record is made as to whether a pupil is:

* Present;
* Attending an approved educational activity;
* Absent; or
* Unable to attend due to exceptional circumstances.

We will follow up any absences to:

* Ascertain the reason;
* Ensure the proper safeguarding action is taken if necessary;
* Identify whether the absence is approved or not; and
* Identify the correct code to use before entering it on to the electronic register which is used to download data to the School Census.

All attendance information is kept in accordance with confidentiality and data protection practice. The main attendance register is compiled electronically using the Management Information System (MIS).

Any child arriving after close of the register is regarded as late and office staff will be informed and update the register.

**Departure**

All children leave by via the EYFS cloakroom door and teachers should be visible at the door. Staff only allow children to leave with adults they recognise and who has been previously agreed and we ask that all parents/ carers wait patiently and allow ample space to ensure the safe handing over of all of our children. Parents/carers should enter the area directly outside the cloakroom doors where their child’s names are called out and they are handed over to their parents/ agreed carer.

Parents are asked to give an overview of who collects children on which day so staff are aware who the child should be leaving school with. In EY these details are recorded on a class clipboard alongside any other important information that needs to be passed on. This is amended on a regular basis in line with the parents and children’s needs. No one under the age of 16 is permitted to collect or drop off.

Any child who is not collected by 3:20pm (11:40am in the case of am Nursery) should be brought by an adult to the school office where their parent/guardian will be contacted.

Please note, no dogs on the playground or use of mobile devices on the school premises.

**Children arriving and leaving during the school day.**

All adults collecting or returning children to school must sign in/out using the ‘Sign In App’ system stating time of day and reason for leaving/absence.

**Staff Arrival and Departure.**

All staff must sign in at the beginning of the school day using the inventory system and sign out if you leave school for any reason during the day. In addition, staff should always sign out at the end of the day.

**Staff lanyards should always be worn.**

**Visitors Signing In**

All visitors will sign in using the iPad ‘Sign In App’ system. Visitors will agree to the Visitors Agreement which is displayed on screen. Visitors log their name, organisation reason for visit and time. All appropriate checks will be carried out and ID will be required.

Visitors will be presented with photographic ID and their lanyard will display whether they have DBS clearance; a green lanyard may be worn. If visitors do not have clearance they must not be allowed to work with individual pupils/ groups and should be under supervision; a red lanyard is to be worn.

**ALL VISITORS MUST WEAR A LANYARD.**

APPENDIX 1

**Child Not Collected from School**

In the event that a child is not collected by an authorised adult at the end of a session, we will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents / carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

If a child is not collected at the end of a session, we use the following procedures:

* The school office is consulted for any information about changes to the normal collection routines
* If no information is available, parents / carers are contacted at home or work
* If this is unsuccessful, the adults who are authorised by the parents to collect their child from school and whose telephone numbers are recorded on the school database are contacted
* The child stays at school in the care of two members of staff until the child is safely collected. At no time will a member of staff take a child home unaccompanied or leave a child alone in the building
* If no one can be contacted to collect the child and the premises are closing, or staff are no longer available to care for the child, we inform the Police.
* A full written report of the incident is recorded.

APPENDIX 2

You are responsible for your child’s behaviour whilst on the school premises either before or after school.

**IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE**

**PLEASE ENSURE YOU LET US KNOW IN WRITING IMMEDIATELY.**