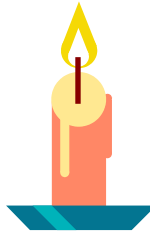


ST JOSEPH'S  
CATHOLIC PRIMARY SCHOOL

# St. Joseph's Catholic Primary School

(Part of Nicholas Postgate Catholic Academy Trust)

*Christ Be Our Light*



*In Life, Love and  
Learning.*

## Arrival and Departure Policy (Amended for Covid-19)

<b>Written by:</b>	Mrs A G Toward
<b>Ratified:</b>	LGB
<b>Head Teacher's signature:</b>	A G Toward
<b>Date:</b>	19/10/2020
<b>Chair of Governors Signature:</b>	S Smith
<b>Date:</b>	22/10/20
<b>Review Date:</b>	As required by government guidance

## Aims

To ensure that the arrival and departure of children is carried out with safety in order to promote the welfare of the children in our care. St Joseph's school will always welcome children into school and ensure that they depart safely each day.

## The School Day

7.30am Breakfast Club

8.45am School starts

11.35am Little Joeys and FS1 finish time

3.15pm School finish time

4.30pm After School Clubs finish time

## Procedures

### Arrival to Breakfast Club

- Parents should ring the external bell at the front entrance. A member of staff will let your child in. Parents should stay with children until they are handed over to a member of Breakfast Club staff.

### Arrival to school

- From November 2<sup>nd</sup> there will be a staggered entry to school.
- Children can arrive between 8.35 and 8.50am. Teachers will be in classrooms to welcome children from 8.35am.
- Gates will be manned by members of school staff.
- Gates will not be opened early in bad weather so please do not arrive too early.

Arrival points and class entry points are set out below:

Class	Arrival Point	Class Entry Point
Little Joeys	Gate near garage	Gate onto FS outdoor area
FS1	Gate near garage	FS1 entrance door
FS2	Gate near garage	Side ramp door
Y1	Y1 gate	Y1 side door
Y2	Gate near garage	Y2 cloakroom pod
Y3	Gate near garage	Y3/4 cloakroom pod
Y4	Gate near garage	Y3/4 cloakroom pod
Y5	Gate near garage	Y5/6 cloakroom pod
Y6	Gate near garage	Y5/6 cloakroom pod

- Parents are asked to follow the one way system. The gate at FS is to be used as an exit only.
- School advises that face masks be worn during drop off and collection times.
- Teaching staff will greet children in classrooms and ensure a good start to the day.

### Late Arrivals

- Gates will be locked shortly after 8.50am each morning.
- Children who arrive after gates are locked will need to go to the main school entrance. They will be given entry to school once all bus children have arrived. They will then be marked as late.

### Bus Children

- Children travelling on the school bus will be brought into school through the main entrance. They will be seated in their class bubbles in the school hall.
- Bus children will never be recorded as late.

### Collection from School - Little Joeys/FS1

Collection points and class collection points are set out below:

Class	Collection Point	Class Collection Point
Little Joeys	FS gate	Gate onto FS outdoor area
FS1	FS gate	FS1 entrance door

- Parents are able to use the FS gate to enter and leave the school premises at 11.35am. This is because numbers are reduced and gates to the main school need to be closed for safeguarding purposes.
- Children will only be released at the end of a session into the care of a parents or other individual who is known to staff and where school has been notified in advance that this person will be collecting their child.

### Collection from School - FS2/KS1/KS2

Collection times, points and class collection points are set out below:

Class	Collection time	Collection Point	Class Collection Point
FS2	3.00pm	Gate near garage	Side ramp door
Y1	3.05pm	Y1 gate*	Y1 side door*
Y2	3.20pm	Gate near garage	Y2 cloakroom pod
Y3	3.10pm	Gate near garage	Y3/4 cloakroom pod
Y4	3.20pm	Gate near garage	Y3/4 cloakroom pod
Y5	3.10pm	Gate near garage	Y5/6 cloakroom pod
Y6	3.00pm	Gate near garage	Y5/6 cloakroom pod

- Please collect your eldest child first and then collect any siblings straight after that. Siblings will be allowed to leave school together, this eliminates waiting for children in different classes.
- Please stand outside your child's class window so that the teacher can see you.

- \*Any Y1 children who have elder siblings should be dropped off and collected from the Y2 cloakroom pod.
- Children will not be allowed to leave the school premises unaccompanied, unless this has been arranged with the school.
- Children will not be allowed to be collected from school by anyone under the age of 16. If staff are in doubt about the age of the person collecting, they will not let the child leave and the parent will be contacted. School needs to record any attempts to collect a child by a minor.
- Children will be released from classrooms once a member of staff has seen the adult who is collecting the child. Children will only be released into the care of a parent or other individual who is known to staff and where school has been notified in advance that this person will be collecting their child.
- Parents and children need to leave the school premises promptly.

### **Walking Home from School**

- St Joseph's will only consider giving permission to children from Y5 and Y6 to walk home.
- If a child is going to walk home unaccompanied, the parents must notify the school so that this can be discussed and agreed.
- St Joseph's school reserves the right to refuse permission for a child to walk home alone depending on distance and concerns that the school may have with regard to behaviour and safety.
- Permission will not be granted to children who do not live within close proximity to the school.
- Permission will not be granted for children to leave the school premises to meet parents at school entrances or at cars. School has assessed the risk and is not satisfied that this is a safe practice.
- ❖ Parents should not complete forms where children are not walking home. Permission will not be granted for children to leave the school premises to meet parents at school entrances or at cars. School has assessed the risk and is not satisfied that this is a safe practice.
- ❖ All applications will be reviewed and parents informed of the school's decision after this review.
- ❖ St Joseph's school reserves the right to refuse permission for a child to walk home alone depending on distance and concerns that the school may have with regard to behaviour and safety.

### **Late Collection from School**

- If the adult collecting the child is going to be late, school must be informed prior to the end of the session.
- The child will be kept in their classroom and supervised by a member of staff.
- On arrival the parent/carer will be need to ring the external bell at the school entrance. When able, a member of the office staff will collect the child from their classroom.
- If the designated adult is late in picking up a child without prior warning, office staff will make contact with parents.
- If this is unsuccessful, emergency contacts on the child's registration form will be used.
- In the unlikely event of this failing and us not being able to contact anyone by 4pm, school will contact Social Services to inform them that there is an uncollected child on the premises.

### **Collection from After School Clubs**

- After school clubs finish at 4.30pm.
- Parents should wait outside the school entrance and the adult in charge of the after school club will send children to parents.
- Children must be collected from after school clubs by an adult.

### **Safeguarding**

- Parents should be in a fit state to collect their children. If a parent arrives in an 'unfit' state, for example through alcohol or drugs, a member of SLT will notify Social Services.

### **Parental Responsibility**

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.

### **Staff**

- All staff should sign in and out at the school entrance.

### **Visitors**

- Visitors will be asked for proof of their identity and will be signed in by a member of office staff. They should wear their yellow lanyards at all times when on the school premises.
- Visitors must sign a 'Coronavirus Visitor Agreement' for track and trace purposes.