



St. Patrick's RC Primary School



Arrival and Departure Policy

Date	Review Date	Coordinator
September 2018	September 2019	M Ryan

Aims

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

The school day

7-45 Breakfast Club begins until 8.30

8 -55 am teaching sessions begin

12-00 Lunch

12.45 pm teaching sessions begin

2 -55 school finishes for Classes 1 and 2. Classes 3, 4 and 5 - 3-00, classes 6 to 12 - 3-05

Nursery starts at 8-30 until 11.30. Afternoon session starts at 12.15 until 3.15

Procedure

Arrival of Children

- Gates are opened at 8.40. Doors for F.S, KS1 and KS2 will open at 8-40. A meet and greet teacher/member of staff will be on duty at each door to welcome children and parents.

Children who arrive after 9-05 must report to the main entrance as all doors will be closed. Parents must record the reason for the lateness.

Registration

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason.

EYFS providers - We operate identical registration procedures to main school; but in addition, we will only release a child at the end of her session into the care of a parent or other individual whose name has been notified to us in advance.

Supervision Whilst Travelling To and From School

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on public transport; but are expected to behave responsibly. We would always investigate complaints about poor behaviour.

Departure of Children

- Children will not be allowed to leave the premises unaccompanied ,unless for older children, this has been arranged with the school
- Children will not be allowed to leave with anybody under the age of 16 unless written consent has been provided by the parent/carer.
- Key stage 1 children will only be handed over to a known adult
- Key Stage 2 children are escorted to the yard where they are collected by a known adult

Late Collection

- If the adult collecting the child is going to be late, staff must be informed of this prior to the end of the session.
- The child must be brought round to the main entrance when corridors are closed.
- A member of staff will stay with the child.
- On arrival the parent/carer will be asked to sign the late book.
- If the designated adult is late in picking up the child without prior warning, staff will try to make contact with the child's parents.
- If this proves unsuccessful the emergency names 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 4-00, we would contact the emergency duty team at Stockton children's and young peoples service department.

Staff

Details of staff working will be recorded in the signing in and out system, this will include their arrival and departure times.

Visitors

Visitors will be asked for proof of their identity and will sign in; either by recording full details using the visitor's book. Details recorded will include name, organisation (if applicable), purpose of the visit, arrival and departure times.

Record-Keeping

Records of daily registers should be kept for at least three years.

Information

NB. Under the Children Act 1989 parents do not lose parental responsibility except through an adoption order. This means that divorced parents retain rights to have contact with their children unless the courts have made an order that they should not do so. Staff do not have the right to stop divorced or separated parents from collecting their children unless they are aware of a court order preventing contact between the child and a parent.

Parental responsibility is given to both parents if they are married at the time the child is born or subsequently. Otherwise only the mother has parental responsibility. An unmarried father has parental responsibility if the child was born after 1 December 2003 and his name is on the birth certificate. Unmarried fathers can acquire parental responsibility through a court application.

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, the senior worker should notify Social Services.

Headteacher:	M. Ryan	Date:	September 2018
Chair of Governing Body:	G. Wilson	Date:	September 2018