

Grangetown Primary School

Arrival and Departure Policy

**Date: March 2022
Review: March 2024**

Arrival and collection of children in Nursery

The arrangements for bringing children in to the setting are:

- The main Nursery and Reception doors are opened at 8.45 am on a morning session. Both doors are supervised by a member of staff.
- The main Nursery door is opened at 12.30pm for the afternoon session. The door is supervised by an adult.
- We do not allow any child to be let into the Nursery or Reception classrooms without a member of staff being made aware of his/her arrival.

The procedures for collecting children are:

- Doors are opened for collection of Nursery children at 11.30am for the morning session or 3.20pm for the afternoon session. The main door is supervised by a member of staff.
- We only permit known adults to collect a child from the Nursery and Reception unless we have already received verbal or written permission for another named adult to do so (we will accept telephone permission in the case of emergency situations).
- All children in Nursery and Reception must be collected by a named adult or if requested, a responsible person **over the age of 16**. If there are any changes to the collection arrangements or an unfamiliar adult comes to collect a child, they will not be handed over unless this has been arranged with the Parent/Carer and school staff prior to the end of the day.
- Please be aware that all children become the responsibility of the adult collecting them once they have been handed over by a staff member – even when they are still on school premises
- In an emergency situation, where the authorised adult cannot collect the child, the person who does collect the child will need to provide evidence that he/she has the authorisation of the Parent/Carer. The child's safety will be the primary concern at all times and if proof cannot be provided, the child will not be handed over.
- If for any reason Parents/Carers need to enter the Main school, they will need to go through the main office and be signed in and out.
- Visitors will be escorted to their destination by a member of staff.

Arrival and collection of children in Reception and Key Stage 1 Classes

The arrangements for children entering and leaving the setting are:

- The main doors open at 8.45am for a 9am start
- All children must be brought to school by an adult who stays with them until the doors are opened by a member of staff
- Key Stage 1 parents should hand their child over to a member of staff at the door and only enter the premises if invited to by a member of staff

- Children and adults arriving on bikes and scooters, should dismount them once they reach the school gates to avoid accidents
- Children must not bring in their own balls or use any of the school indoor/outdoor equipment while waiting to go into the building to ensure the safety of all adults and children as well as school equipment
- If parents choose to enter the school premises before the doors open at 8.45am, they must be aware that they are responsible for their child's behaviour and safety until he/she is handed over to the member of staff and they have entered the building
- Please be aware that if children are not adequately supervised and the child's behaviour is inappropriate, parents will be asked not to bring their child until the doors are opened at 8.45am
- All children in Key Stage 1 must be collected by a named adult or if requested, a responsible person **over the age of 16**. If there are any changes to the collection arrangements or an unfamiliar adult comes to collect a child, they will not be handed over unless this has been arranged with the parent and school staff prior to the end of the day
- Please be aware that all children become the responsibility of the adult collecting them once they have been handed over by a staff member – even when they are still on school premises

Arrival and collection of children in Key Stage 2 Classes

The arrangements for children entering and leaving the setting are:

- The main doors open at 8.50am for a 9am start
- It is recommended that all children are brought to school by an adult who stays with them until the doors are opened by a member of staff. However, Key stage 2 children are able to come and go from school alone if permission has been given
- Key stage 2 parents, should leave their child at the door once the member of staff has opened it and only enter the premises if invited to by a member of staff
- Children and adults arriving on bikes and scooters, should dismount them once they reach the school gates to avoid accidents
- Children must not bring in their own balls or use any of the school indoor/outdoor equipment while waiting to go into the building to ensure the safety of all adults and children as well as school equipment
- If parents allow their child to walk to school alone and enter the school premises before 8.50am, please be aware that there are no staff members available to supervise the children or ensure their safety. Staff contracted hours are from 8.30am and from this time, their role is to set up for the days lessons. Although there are often staff around from 8.30am this cannot be guaranteed until 8.50am. Therefore, every child remains the responsibility of their parent until this time
- Please be aware that if children are not adequately supervised by the adult bringing them to school or children who arrive early and alone behave inappropriately, parents will be asked to ensure their child does not enter the school premises before 8.50am

Arrival and collection of children attending breakfast and after school clubs

The arrangements for children entering and leaving the setting are:

- Breakfast club is a paid provision which begins at 8am
- All bookings for breakfast club need to be made 24 hours in advance unless an emergency
- All children need to be brought to the main reception for breakfast club where they will be greeted by a staff member
- The children will then be taken to their classrooms by a member of staff at 8.50am

Arrival and departure of children attending extra-curricular clubs or returning from school trips

- It is the responsibility of the adult running a club to dismiss the children and ensure that a known adult is there to collect them
- We would not expect children younger than year 4 to be walking home by themselves after a club. Please ensure that the person running the club knows if your child is able to walk home on his/her own, also let them know if you/ usual carer is unable to collect your child so that we can let them know
- We recommend that parents always collect their child from an after-school club or event. However, if parents request that children walk home alone, (Key stage 2 only) please be aware that the safety of the child is the parents' responsibility once they have been dismissed by the staff member.
- If children return from a school trip after 3.15pm, parents can collect their child from their classrooms. It is very difficult for staff to manage releasing some children to parents as they get off the bus and to ensure others remain together to go back into school. Therefore, it is important that all parents support the teachers to follow the arrangements that they have put in place to ensure the safety of all children

Arrival and Departure of Staff, Parents and Volunteers

Arrival and Departure of Staff, Parents and Volunteers

- The doors are unlocked by the caretaker and the alarm is deactivated. Staff are able to arrive at the building any time from 7.30am onwards and are expected to be present at work for 8.30am
- Any volunteers attending the setting are asked to arrive after 8.30am when a member of staff is present
- All visitors, students and volunteers will need to sign in at the main office and will receive a badge to wear
- All staff need to sign in and out using the school's electronic systems either in the main office or at the car park entrance.
- If members of staff leave the school at lunch time they will be required to sign out & in again on their return, the same applies if a member of staff leaves School to attend a course or training
- There is 1 staff car park for the school, located at the back of school. All staff, visitors and volunteers should ensure they only park in allocated spaces.

Other Information

- Parents can enter the premises to drop children off via the playground gates. The gates remain unlocked until 9:15am. They are unlocked again at 2:45pm to allow access to pick children up.
- Parents can access the school at any other time via the front gate and entrance.
- Please do not park on any of the zig zag lines outside the school entrances as this poses a significant Health and Safety concern around the safe arrival and departure of our children. This is also regularly monitored by Traffic Wardens
- No dogs are allowed on the school premises even if they are being carried by their owners
- The school operates a no smoking policy anywhere on the premises
- Mobile phones are not to be used in the school building unless this has been agreed prior to an event