



Moorlands Primary School

High Expectations, High Achievements, Challenge and Enjoyment for All

Arrivals and Departures Policy

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date	Approved by Governors	Committee	Website Y/N
Becky Freeman	July 2016	July 2018			
Hannah Woodhouse -	July 2018	July 2020		Buildings/H&S	Y
Becky Freeman	June 2020	June 2022	June 2020		
Becky Freeman	June 2022	June 2024	July22		
Becky Freeman	July 2024	July 2026	July 2024	Buildings/H&S	

This policy is part of the school's policies for safeguarding children.

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

Arrivals

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 to and from the premises is recorded in the Office. Similarly, when a child arrives late, parents must report to the Office.

Records of daily registers are kept by the school for the recommended years by Local Authority. Members of staff will be on duty at the doors to welcome the children in during the opening times for arriving in the school, from 8.45am – 8.55am each day. Members of staff, meeting and greeting the children, on the doors will have a radio to communicate. Parents/carers are asked to make an appointment at the office to discuss any concerns etc. with the member of staff.

Children who arrive on scooters and bikes will not be allowed to ride them onto the premises, to ensure the safety of other people. They should push them to the provided scooter pods or bike shelter, where they can secure their bike for the day.

Children must not arrive on the playground prior to 8.30am and must not be left unattended. Parents/Carers will be contacted in this circumstance and advised on alternative childcare arrangements.

Teaching staff will be available in classrooms to greet the children and ensure a good start to the day. On arrival, a member of staff will record the child's attendance in the daily register, which closes at 9.00am, children arriving after the doors have closed MUST come into school via the Year 6 hall door, which is open until approximately 9.10am and manned by a member of staff who will ensure children reach their classroom safely. Children are then registered by class teacher and will be noted down as late. Any arrivals after the 'late door' has closed, means children will need to enter by the School Office and will also be entered on the register with a late mark. Any children not accounted for by 9.30 am, office staff will endeavor to contact parents/carers to ensure the child is ill and unable to attend and has not 'dawdled' on way to school, ensuring parents and school know where children are at all times. We follow our 'First Day Calling' procedure (appendix 1) to ensure safeguarding of our families.

Looked After children [LAC] and children with Child Protection [CP] plans who are absent will be notified to the Head Teacher (or Deputy Head Teacher in her absence) as a matter of priority. The parent/carer of children attending other schools for alternative provision will be asked to notify us if the child is going to be absent as well as informing the alternative provider. The school will inform

the attendance officer of any child who has unsatisfactory attendance [below 90%] and a pattern of non-attendance on certain days of the week.

Gates, the driveway and Staff car park.

The main gates to the playground will be locked at 9.30am. Parents/carers and children are not allowed to use the main car park gates at any time, unless given permission by the office for exceptional circumstances and a pass will be issued, to allow them to enter the carpark.

Departures

Teachers will escort their own class out of school every night. Reception and Key Stage 1 teachers will ensure children are matched with their appropriate adult. At least 2 members of staff will be on duty in the playground/outside the children's exit for Lower Key Stage and Upper Key Stage 2 and will ensure all children have been collected.

All children not collected within 10 minutes of the end of the school day are to be brought into school, where it is safe and warm, by the teacher or member of staff and should be taken to the school office. If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed. Parents are expected to complete a 'Late Collection form' (Appendix 2). Parents are encouraged to speak to staff if they are regularly struggling to pick their child up on time.

If no one arrives to collect a child and the parent cannot be contacted within half an hour of the end of the school day, the school will contact Social Care to inform them we have an uncollected child on the premises.

Persistent lateness (e.g. once per week over 3 weeks or 6 lates per half term) may result in a letter being sent to parents and will be referred to Kirklees Safeguarding Team. Late Collection forms are monitored regularly by the Senior Management Team. We will always endeavor to advise in alternative childcare arrangements to resolve matters. See appendix 3.

In KS1 if the children are to be collected by someone other than the parent/carer, this must be indicated to a member of staff, and school must be contacted. The adult nominated to collect a child must be one of those named by the parent. In KS1 no adult, other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice. Permission and arrangements for children leaving the school at the end of the day will be confirmed in writing by the parent/carer. All children must be collected from after school clubs by an adult unless written permission is given for the child to walk home.

Children who depart on scooters and bikes will not be allowed to ride them off the premises, to ensure the safety of other people. They should push them to the main footpaths before riding them.

If a child is to be collected before the end of the school day, the school is to be notified on the same

HAZARD	Rating	CONTROL MEASURES
Pupils arriving too early for school	L	<ul style="list-style-type: none"> ➤ Parents and pupils aware of school arrival and departure policy on arrival times ➤ Members of staff in classrooms for 8.40 am.
Pupils unsupervised	M	<ul style="list-style-type: none"> ➤ Proper procedures at the end of the day for the collection of pupils ➤ Measures to ensure all KS1 children are collected by a named adult ➤ Pupils not collected on time required to go to the admin office.
Pupils' security/safety	M	<ul style="list-style-type: none"> ➤ Supply teachers made aware of all procedures ➤ Members of staff will monitor all doors where children enter and exit.
Accidents to pupils	M	

morning. On arrival to school to collect the child the parent/carer will report to the office staff. The child will then be brought, by staff, to the reception to be taken home or to an appointment by the parent/carer.

Arrival and departure risk assessment

Appendix 1

First-Day Calling Procedure

1. Class registers completed and saved.
2. Late children arrive through hall doors and added to the registers by class teacher as late. Check with class to see if they have arrived.
3. Absence messages checked/attendance emails checked.
4. Phone call to first name on contact list within half an hour of school start time, message left wherever possible asking for response.
5. If no response to first name on contact list within 45 minutes of school start time ring down contact list until reply is received, ensuring where possible that someone from outside of the family home has been contacted.
6. If no reply, send a text and an email to first and second contacts on list.
7. Alert HT/DSL that this child is absent and no contact has been made within an hour of school start time.
8. HT/DSL to risk assess the current level of concern and consider whether circumstances warrant a home visit.
9. Home visit to be made following decision at 9, where possible by attendance officer, school staff or any other agency involved with the child.

10. Contact Police to initiate a “safe and well” check if all other stages have been completed and there is still no contact regarding the absent child. This should be done using the 101 number.

Appendix 2

Late Collection Form

In line with our Arrivals and Departures policy, children will be brought to the main office for safety if they are not collected after 10 minutes (3.30pm KS1, 3.35pm, KS2).

Name of child/children:	
Class/classes	
Time of late pick-up	
Parent signature	
Optional: Reason for late pick-up	

If you are struggling to pick your child up, please let us know. Persistent late pick-ups may result in a **referral to the Kirklees Safeguarding Team.**

Appendix 3

Dear _____

Our records show that you have been late to collect your children on at least X occasions in Autumn/Spring/Summer Term so far, this is a safeguarding concern. In accordance with our arrivals and departures policy, that can be located on our website, [Arrival and Departure Policy](#), persistent lateness will result in a letter from school and a referral to Kirklees Safeguarding Team.

To avoid a referral to Kirklees Safeguarding Team, we ask that you collect your children at the correct times this half term:

- Key Stage 1-3.20pm
- Key Stage 2-3.25pm

Our first step is to work together, in accordance with our policy, we ask that you talk to us so we can understand the persistent lateness so that we can support you. We do recognise that not everyone is able to pick their children up on time and therefore, we recommend that you make alternative childcare arrangements. Outlane After School Club are located on our school premises. You can telephone Mrs Sue Swain on 07787 957356 to secure places at After School Club. Alternatively, there are a number of registered local childminders, you can use google or <https://www.childcare.co.uk/find/Childminders>. We also run a number of After School Clubs which the children could join, these are released on parentpay termly.

We hope that you can find an alternative solution to collecting your children on time. However, if you continue to persistently collect your children late, we will have no choice but to contact Kirklees Safeguarding Team as the next step to ensure the well-being of your children and put a plan in place.

We do hope we can work together to resolve this situation.

Kind Regards

Moorlands Primary School