



## **Easterside Academy Arrivals and Departures Policy**

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# Arrivals and Departures Policy

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

See also:

- Beginning and end of day risk assessment.
- Consent letter for walking to and from school.

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.

Members of staff will be on duty during the opening times for arriving in the school, from 8.40am / 8.45am each day. Staff will open the KS2 door from 8.40am onwards and in Early Years and KS1 the classroom doors will be open from 8.45am. In this way information can be shared between home and school at the beginning or end of each session to ensure children's welfare is given high priority.

A member of staff will remain on the EYs/KS1 main gate as children enter school. That member of staff on the outside gate and classroom doors will be responsible for ensuring that all children enter school safely and once in school, remain in school until the classrooms and outdoor areas are made secure. Parents in Early Years and Key Stage 1 are asked to speak to members of staff within the classroom and not those on duty on the classroom doors. The external doors will be closed five minutes later and by 8.55am at the latest. The Early Years outdoor area gate will also be locked at this time. Any child arriving after this time must go to the main entrance to record their late arrival where they will be greeted by our Office staff and Care Team.

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. These are completed in class by 9am.

First day calls are carried out by the office staff and the Care Team in order to ensure that all children are accounted for and reasons given for any absence. Where first day calls have been unsuccessful, a home visit will be conducted.

Unsatisfactory attendance [below 90%] and a pattern of non-attendance on certain days of the week are identified by Education Welfare Ltd.

## Gates

The main gates to the playgrounds will be locked at 9.20am. The Early Years outdoor area gate is locked at 8.55am by a member of staff. The main gate at the front of the school will be used during the day to restrict access and protect the staff and children. During the school day staff are responsible for unlocking and locking the pedestrian gate at KS1 in order to allow parents and children to arrive and depart from the nursery sessions.

At 2.45pm the gates will be unlocked for 'home time'. Pupils and parents are expected to use the pedestrian gates to come to and from school.

# Departures

In Early Years and at KS1 teachers open the classroom doors for children to be collected when the bell goes at 3.15pm. A member of staff remains on the door at all times during this period. Parents are asked to wait if they need to speak to staff, until all children have been collected safely. At KS2, children who are being collected are brought down to the KS2 hall for 3.10pm and staff remain on duty until all children have gone home safely. Children not collected are brought into school where it is safe and warm by the teacher or member of staff and taken to the reception desk where contact is made for someone to pick them up.

If children are to be collected by someone other than the parent/carer, this must be indicated to a member of staff before 2.45pm. The adult nominated to collect a child must be one of those named by the parent. Only adults aged 18 years and over will be authorised to collect children from Early Years and KS1.

## **Walking to and from School**

Permission and arrangements for children walking home from school at the end of the day will be confirmed in writing by the parent/carer. (See attached consent letter). The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time. Walking home from school is not allowed for any child in KS1 or Year 3 unless agreed by the Principal in special circumstances.

There is no set age when children are ready to walk to school or home on their own. It very much depends upon their maturity and confidence. Therefore as regards pupils in KS2 we believe that you as parents need to decide whether your child is ready for this responsibility. We would still highly recommend that pupils in year 4 at least are still brought to and collected from school.

In deciding whether your child is ready to walk to school you should assess any risks associated with the route and your child's confidence. Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness.

There are lots of ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently. Walking to school is a great opportunity to learn road safety skills. The best way to do this is to walk with your children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence to deal with traffic and way finding on their own, in preparation for walking with friends or alone when they are older.

### **Teach your child to:**

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Always cross at the intersection where there are traffic lights; do not cross in the middle of the road. Alternatively cross in a place where you can see clearly in all directions. Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic.
- Look out for cyclists.

- Remember that drivers may not see them, even if they can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.
- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour). And if that person tries to convince them to go with them or tries to physically get close to them, then scream, "Help! This is not my dad!" or "Help! This is not my mum!" and run away. If they grab them, tell your child to kick, punch, and hit as hard as they can.
- Go straight home first and not to friend's house.

**When deciding whether your child is ready for this responsibility you might want to consider the following:**

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they didn't want to do (scream, shout, kick, fight)?
7. Would they know what to do if they needed help?
8. Would they know who best to approach to get help?

**If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own.**

If you do decide to allow your child to walk home, there must be someone at home to meet the child on arrival. If any child does not arrive home within the agreed timeframe, parents must immediately notify the school in order that appropriate action can be taken.

If any child does not arrive home within the agreed timeframe and direct contact with the child has not been established by either school or parents, school or parents will contact the police.

**At the end of the day**

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.

If a child is to be collected before the end of the school day, the school is to be notified on the same 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 by the parent/carer.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If no one arrives to collect a child and the parent cannot be contacted at the end of the school day, the school will contact social services to inform them we have an uncollected child on the premises.



**Easterside Academy**  
Giving the chance to shine

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## Walking to school and home alone/without an adult 2024/25

Your child's safety is very important to us. Although we don't advocate children walking home alone at KS2, we recognise that as some children get older and where they live locally, children feel more confident and ready to travel to and from school alone.

We ensure your child's safety at school and as parents you understand that certain dangers are present when travelling to and from school alone.

If your child either travels to school alone, or home from school alone, or both, please complete the letter below and return to school.

### To the Designated Officer at Easterside Academy

Child's Name:

Class:

Consenting Parent/Carers Name:  
*(Person with parental responsibility)*

I hereby consent to my child, \_\_\_\_\_

*(Please tick one or both boxes)*

- Walking to school independently.
- Walking home alone.

I take full responsibility for my children's safety and well-being once they have left home to walk to school or from the school site to walk home. An adult will be at home to meet them.

I will inform the school at the earliest opportunity if arrangements change.

**Signed:**

**Print Name:**

**Date:**

