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Description automatically generated **FULWELL JUNIOR SCHOOL**

**ARRIVALS & DEPARTURES POLICY**

**POLICY STATUS : LOCAL (Non-Statutory)**

**DATE OF LAST REVIEW** : January 2021

**Consultation & Ratification** : Head Teacher / DM / SMT

**Policy Purpose** : To provide a clear overview of our safeguarding practices with regard to the registration and supervision of children

**See Also** : All other policies where there are links in safeguarding practices and procedure

Staff Code of Conduct

Staff Handbook : Guide to Practice

REVIEW & EVALUATION:

All Local Policies at FJS are subject to annual review. Where there is NO CHANGE to practice or legislation, the most recent edition of the policy will remain in operation. The Policy Monitoring Statement will be updated annually as evidence of the periodic review and any changes will be appropriately recorded.

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ARRIVALS & DEPARTURES POLICY

January 2022

**Introduction**

**This policy forms part of Fulwell Junior School’s procedures for safeguarding children (in conjunction with the Supervision of Children: Children Missing On/Off Site Policy).**

**Our school will welcome and account for each child on arrival and ensure that they depart safely at the end of the day.**

**Admissions**

The School Office opens officially at 8:15am until 4:00pm. From 8:15am the school office is open to answer telephone calls from parents, however parents may send text messages earlier which will be read as a matter of priority each morning.

* The register opens at 8:40 - 8:50 for Upper Phase and 8:30 - 8:40 for Lower Phase. Children not in class for registration but arrive before the register closes will receive a ‘Late’ mark (L). Children arriving after this time will receive a ‘Late After Register Closed’ mark (U) unless parents have confirmed a valid reason e.g. medical appointment etc.
* Children arriving after their class have entered the building **MUST** come into school via the main reception door and register with the office staff. Teachers will check with late arrivals that they have been to the office.
* Pupils are formally accounted for on the Class Register which is completed by a member of staff and shared with the office at 9:05am
* 2 members of staff will be on duty in the **main reception** during opening times for arrivals at the school from 8:15am – 8:45am each day. Any information regarding children’s wellbeing and welfare can be shared between home and school ensuring children’s welfare is given high priority.

**Arrivals**

There are two playgrounds, one situated on the South side of the school (nearest Sea Road) and one situated on the North side (nearest the Community Centre). Pupils are **not permitted** on the yard before their gate opening time. Staff will be on duty in each yard for pupils to arrive at school from 8:25am Y3/Y4 and 8:35 Y5/Y6. Pupils must not be left unaccompanied by parents in the school yard before that time.

* The gate from the carpark/visitor entrance is locked at 8:25am securing the premises from the general public.
* Parents and Carers are not allowed on the school yard. **Animals** are NOT permitted. Teaching staff will meet their class at the school gate to line them up and escort them into school
* Teachers will undertake a head count when children are lining up as good practice
* The school gates to both yards are locked at 8:45am
* Children arriving after this time MUST come into school via the front reception door. They will be let in by Office Staff and must report to the School Office to confirm their arrival and reason for lateness.
* If parents wish to speak to a member of staff, other than information sharing with staff at the main entrance, they are asked to contact the Office to arrange this
* Pupil absence should be reported by 9:00am at the latest. Parents may use the telephone, text message or email. Looked After Children (LAC) and children with CP plans who are absent will be notified to the Head Teacher (or Deputy HT in his 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 absent as well as informing the alternative provider.
* Any children not accounted for by 9:30am at the latest, Office Staff will endeavour to contact parents to ensure the child is ill and unable to attend and has not ‘dawdled’ on their way to school, ensuring parents and school know where children are at all times. Class teachers are provided with details of how pupils travel to and from school complied from Part D (Morning and Hometime Arrangement) of the annual Contact Form completed by parents.

School attendance is monitored closely for Persistent Absence (PA) and patterns of non-attendance. We will inform the attendance officer of any child who has unsatisfactory attendance where measures to work with/support parents are unsuccessful.

*For further details regarding school attendance procedures, see Fulwell Junior School Attendance Policy.*

**Departures during School Hours**

Occasionally children need to depart school earlier than normal e.g. because of illness or hospital appointments, and sometimes they may leave and return, e.g. for a mid-morning medical appointment.

* Parents should wherever possible inform the school office or teacher in advance of a ‘during hours’ appointment, preferably in writing
* Appointment cards/Health Authority letters should be presented, and a copy will be made for attendance records
* The parent/carer/specified adult must report to main reception on arrival and Office Staff will collect the child from class. The adult must sign the **Children Off Premises** book at reception giving details of the reason for departure
* They should escort the child back into school and complete the returning time if applicable
* No other adult other than those named will be allowed to remove a child from school. In the event that someone else will arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice

**Departures**

School ends at 3:00pm Y3/Y4 and 3:10pm Y5/Y6. Teachers will escort their own class out of school every night and remain on duty in the playground until their class has been fully dismissed. Parents may speak to a member of staff at this time once the whole class has been dismissed.

* All pupils leave the school building via their designated gate onto Chapman Street**.** Parents may stand outside of the school gates in Chapman Street to collect their child. Parents should **not** drive vehicles in Chapman Street as this is a no through road. Parking, if required should be away from the school in the surrounding streets
* It is an expectation that all Year 3 children are collected by a parent/carer or specified adult
* All children not collected within 10 minutes are brought back into school where it is safe and warm by their class teacher.
* If a child leaves and can’t find their parent in the expected place they are taught to return to school. Parents should also reinforce this routine with their child

In both events above, if a nominated adult has not arrived by 3:20pm school will contact the parent/carer.

* If a parent wants someone else to collect their child from school, this must be indicated to a member of staff **before** collection and preferably before 2:50pm so that the teacher and child can be informed. The adult nominated to collect a child must be named by the parent
* Parents wishing to speak to a member of staff, make enquiries, payments etc. must enter the building at the main entrance and report to the School Office. Staff will endeavour to address any issues regarding welfare and wellbeing
* Children wishing to re-enter to retrieve left clothing, homework etc. should do so via the main reception and report to the office
* Permission and arrangements for children leaving the school at the end of the day will be a matter for discussion between the school and parents/carers, based on an understanding of a child’s age, maturity, and previous experience.
* Some parents wish their KS2 children to walk home alone (not in Y3) - and all parents are invited to make their preference known via the Arrival and Hometime Arrangement (Part D of the Annual Contact Form) which is sent home annually for this purpose. 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. Any changes parents wish to make to their Arrival and Hometime Arrangement should be confirmed in writing
* It is a parents’ discretion if they wish older siblings to collect their child from school, the collection point for Upper Phase siblings to collect younger siblings is in class 2.

**Gates**

The 3 main gates to the playgrounds will be locked at 8:45am. Only the pedestrian gate on Chapman Street will be open during the day to restrict access to the school building and protect children and staff.

All classes are dismissed via their allocated class gate on Chapman Street.

At 2:55pm the blue gates onto Chapman Street are unlocked then re-locked at 4:30pm when all children (attending after school clubs) have left the premises.

The car park gates are unlocked after 3:30pm but kept closed for staff to exit the site. Parents/carers and children are not allowed to use the main car park gates at any time.

**Breakfast Club**

Breakfast Club is run by I AM Sports and is available every day from 7:30 until 8:40am.

* Parents/children arriving for breakfast club must do so via the main reception door which will be unlocked
* Fulwell Junior School have agreed to transfer control of the running of Breakfast Club to IAM Sports and parents are bound by the Terms and Conditions set out in their agreement should they wish their child to participate.

**After School Clubs**

**Arrivals**

There are after school clubs taking place most days from 3:00pm to 4:15pm.

* Children who are attending an after school club assemble in the school hall at 3:00/3:10pm. They are not dismissed to the yard. A member of staff will supervise the children in the hall until the club registers are taken (this should ideally be conducted by the member of staff who runs the club). Children are then escorted to the relevant room/yard
* If a club member does not turn up the Club Leader will advise a member of staff who will check whether the child has been absent, contact the parent to ensure they have collected their child or are that the child has arrived home safely

**Departures**

All clubs finish at 4:15pm unless otherwise stated. Parents stand in the area just outside of the designated gate to collect their child.

* Club leaders escort their members to their designated exit gate and dismiss each child from there.
* Parents give prior instruction on whether the child will be collected at 4:15pm or walk home alone when their child secures a place in the club.
* Club leaders remain on duty until each child has been accounted for.

**This policy will be reviewed and updated in line with safeguarding best practice.**