

OAKDENE PRIMARY ACADEMY

ARRIVALS & DEPARTURES POLICY



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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 continue to provide a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

The journey to school

- Plan your journey in good time; **it is imperative that children arrive on time (not too early or late) and at the correct entrance for their class.**
- Take the opportunity wherever possible to walk, cycle or scooter to school. Scooters and cycles must be dismounted on the school site and stored in the school cycle storage.
- Avoid popping to the shop on the way, do this on the way home if required.

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/carers must report to the Office. **Late arrivals should only be due to exceptional circumstances.**

Staff will open the doors from 8.45am onwards and in Early Years and in KS1 the classroom doors will be open from 8.50a.m. 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 door as children enter school. KS2 staff will be available on the KS2

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yard. Doors will open early if senior leaders deem the weather to be unpleasantly cold or wet.

Those members of staff identified on the classroom doors and in the yards 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. The external doors will be closed five minutes later and by 8.55am at the latest. The gates will also start to be locked at this time.

Teaching staff will be available to 'Meet and 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. 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.

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.

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

Gates

The main gates to the playgrounds will be locked by 8.40am to 9.05a.m. by the caretaker.

At 3.15pm the gates will be unlocked for 'home time'. Pupils and parents/carers are expected to use the pedestrian gates to come to and from school.

Pedestrian access will be via the gates at Halidon Way and at New Life.

There will be no vehicle access onto the site via the electronic gates. The gate at Halidon Way must be kept clear at all times as this is the gate for emergency services. No parents/carers should park in the school car park. This is for staff only.

Departures

Finish times commence at 11.45a.m. for Little Sycamores and Nursery who attend morning sessions. Finish times for all pupils from reception to Y6 is 3.20p.m.

In Early Years teachers open the classroom doors for children to be collected at 3.30pm. whilst in KS1 classroom doors at 3.20p.m. A member of staff remains on the door at all times during this period. Parents and carers are asked to wait if they need to speak to staff, until all children have been collected safely. Please be patient at home time to allow us to get these

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procedures right for everyone's safety. Please supervise your child/ren carefully. Children must not use the play equipment before or after school.

At KS2, children who are being collected are brought down to the KS2 yard for 3.20pm and staff remain on duty until all children have gone home safely.

Late collections should only be due to exceptional circumstances.

Children not collected are brought into school where it is safe and warm by the teacher or member of staff and taken to the main office 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. Only young people aged 14 years and over will be authorised to collect children in KS2.**

Please ensure that staff are aware of whoever is collecting your child each day. Please ensure your child/ren is picked up on time and collect your child from their allocated collection point. They should try to arrive as close to the pick-up time as possible to minimise the numbers of people waiting around.

All children attending after school provision will be collected from the main office. Y5 and 6 pupils may walk home if consent is provided.

Walking to and from School

Permission and arrangements for children leaving the school at the end of the day will be confirmed in writing by the parent/carer. A consent letter is issued each year to all parents/carers in Y5 & 6. 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 Early Years, KS1 or lower KS2** 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 3 and 4 at least are still brought to and collected from school.

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As a general guide, it is acceptable that as parents you may make the decision that children in year 5 and year 6 may be able to undertake this responsibility. However, for children below this age we would request a meeting with you as parents to discuss this and any exceptional circumstances. The NSPCC have produced recent guidance regarding supervision for children in circumstances outside of school which can be found at <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/leaving-child-home-alone/>

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 him to go with him or tries to physically get close to him, then scream, "Help! This is not my dad!" or "Help! This is not my mum!" and

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run away. If they grab them, tell your child to kick, punch, and hit as hard as they can.

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, and 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/carers, school or parents will contact the police.

All children must be collected from after school clubs by an adult unless written permission is given for the child to walk home (KS2 children only).

At the end of the day

No adult other than those named on the letter 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.

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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.

Rights Respecting Schools

Article 3 is adhered to at Oakdene Primary Academy. The best interests of the child must be a top priority in all decisions and actions that affect children.