

OAKDENE PRIMARY SCHOOL

ARRIVALS & DEPARTURES POLICY



ARRIVALS & DEPARTURES POLICY

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

See also:

- Stay Safe Parent & carer Information Booklet
- Beginning and end of day risk assessment.
- Consent letter for walking to and from school.

Many of the new additions to this policy (highlighted in purple), make links with information featured in the Stay Safe Parent & Carer Information Booklet **This booklet will continue to be reviewed and updated.**

We remind parents/carers of the expectations of how they can safely travel to school.

The journey to school

- Plan your journey in good time; **it is imperative that children arrive on time (not early or late) and at the correct entrance for their class.**
- Walk with family groups - children will be excited to see one another but try to remain socially distant.
- Avoid public transport; 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.
- If you have to use the car, keep the number of people in the car to a minimum and ensure handwashing/sanitising occurs before leaving home.
- Avoid popping to the shop on the way, do this on the way home if required.
- **Please make a note of your start times** as these are different for each year group. We are asking all parents not to gather on the premises/outside the gates.

Covid Marshalls and all school staff will remind parents/carers of the expectations to ensure all children arrive safely at school.

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Arriving at school

- Ensure you arrive at your child's allocated entrance into school, **on time. NOT EARLY**
- Only one parent/carer bring the children and where possible leave pre-schoolers at home with an adult.
- Follow the one-way system.
- Please continue to wear a face covering (unless exempt) and maintain a safe distance when speaking to staff.
- Once children are dropped off, please leave the school premises immediately, continuing to follow the one-way system and please abide by social distancing guidelines.
- Children's temperatures will be randomly checked with a non-contact thermometer on entry to the school site, anyone with a high temperature will be sent straight home.
- Some schools are not allowing any parents onsite. We haven't opted for this. We do however, request that no parents/carers will be allowed past the 'drop off zone' for each class. Please wave "goodbye to your child with a smile on your face" and follow the one-way system.
- No child, toddler, nor parent will be able to access the school site via reception to use the toilet facilities.

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.

Staggered Start and Finish Times

In order to ensure the safety of our whole community we have staggered the start and finish times for all year groups.

We ask parents/carers to **PLEASE ADHERE TO THEM DO NOT ARRIVE EARLY (especially if you have one child who attends Oakdene)**. Covid Marshalls wearing high visibility vest/jacket continue to be available to ensure that families are supported with the new doors/waiting areas.

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Drop off and Collection Doors

Each class will use a separate numbered door to enter and exit the building. We will not be allowing parents past the drop off zones. Messages should be communicated through the class teacher email or by phoning the main office on 01642 560768.

Signage

Clear signs have been placed around the building. They are there to keep our community safe.

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.** You must wait at the pedestrian main entrance gate and use your mobile telephone to alert a member of the office staff on 01642 560768. They will then be brought into school from the gate.

Members of staff will be for 'Meet and Greet' as children start arriving in the school, from 8.45am – 9.05am each day.

	Designated drop off point	Start time	Finish time
<i>Class Names</i>			
Little Sycamores a.m. & p.m.	Main entrance through to Little Sycamores with Mrs Knight	8:45am 12:30am	11.45a.m. 3.30p.m.
Nursery a.m. & p.m.	Door 1 Nursery entrance through to Little Sycamores to Mrs Guest	8:45am 12:30am	11.45a.m. 3.30p.m.
Reception	Door 2 WAITING ZONE: Top Playground opposite Kitchen Corner Children enter door by Kitchen Corner to join Mrs Hood's classroom	8.50a.m.	3.10p.m.

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Little Willows	Main entrance through to Little Willows with Mr Brown	8:55am	3:15pm
Y1L	Door 3 Door through KS1 outdoor classroom to Miss Leonard's classroom	8:55am	3:15pm
Y2F & Y2O	Door 4 Door between Mrs Farnaby's & Mrs Osborne's classrooms	8:55am	3:15pm
Y3R	WAITING ZONE: KS2 yard Door 6 Dining room entrance (from KS2 yard) to Miss Robinson's Classroom	9:00am	3:20pm
Y4L	WAITING ZONE: KS2 yard Door 5 Ramp entrance (from KS2 yard) to Mrs Laville's classroom	9:00am	3.20pm
Y4SW	Door 5 Ramp entrance (from KS2 yard) to access Mrs Smith's /Mrs Wilson's joint classroom	9:00am	3.20pm
Y5Be	Door 5 Ramp entrance (from KS2 yard) to Miss Bestwick's classroom	9.05am	3.30pm
Y6G	Door 6 Dining room entrance (from KS2 yard) to Miss Gregory's classroom	9.05am	3.30pm
Y6S	Door 6 Dining room entrance (from KS2 yard) to Mrs Stevenson's classroom	9.05am	3.30pm

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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. These are completed in class by 9.10am.

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 Attendance Officer.

Gates

The main gates to the playgrounds will be locked by 9.10am by the caretaker. At 3.05pm 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.**

As part of the Covid risk assessment, there will be no vehicle access onto the site via the electronic gates. This is to reduce contact on the key pad. The electronic gates will be open for staff to leave from 3.40p.m. once all children have safely left the site. 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

Staggered finish times commence at 11.45a.m. for Little Sycamores and Nursery who attend morning sessions. Staggered finish times are in place between 3.10p.m. and 3.30p.m. Teaching 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 PSA office initially or the reception desk where contact is made for someone to pick them up. The parent/carer pledge should be referred to as a reminder that late collections are not acceptable.

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 young people aged 14 years and over will be authorised to collect children. The adult nominated will be provided with a password to ensure that we hand the child to the correct adult.

Pick up

- Ensure 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

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to the pick-up time as possible to minimise the numbers of people waiting around.

- Please continue to wear a face covering (unless exempt) and maintain a safe distance when speaking to staff.
- Please be patient at home time to allow us to get these procedures right for everyone's safety.
- If you have any messages or questions for staff we ask that you use the Oakdene email/class teacher email or phone 01642 560768.
- Depart the school grounds promptly and adhere to social distancing rules.
- Children must not use the play equipment before or after school.

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 or KS1.**

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.

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.

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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 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)?

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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 (Upper 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.

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 28 Every child has the right to an education.