



*'Growing, loving and learning,  
in the arms of Mary.'*

## **ARRIVALS & DEPARTURES POLICY**

Date: September 2025  
Review date: September 2028

## **PRINCIPLES AND PRACTICE**

St Mary's School has a duty of care and responsibility towards its children, parents/carers, designated adults, staff and visitors. The procedures outlined below will be followed in ensuring consistent and safe practice.

### **Attendance**

It is the responsibility of teaching and other staff to keep accurate records for all children who are present and absent. Register records are kept in school for the recommended period prescribed by the Local Authority.

### **Gates**

There are two pedestrian entrances to school:

1. One near the Alexandra Road junction
2. Main entrance to Foundation Stage and School Office

Gates 1 will be open from 8.45am and close at the start of the school day at 9.00am. These entrances will be manned by members of staff from 8.45am. The gates will be reopened at 3.15pm. These entrances are to be used by children from Y1 to Y6.

Reception Class children and parents use the Foundation Stage entrance, gate 2. The arrangements for the Nursery are that the Nursery Entrance Gate is opened at 8.20am and locked at 9.00am, Morning children will need to be picked up at 11.30 am. For All day Nursery children to be picked up at 3.30pm All late arrivals will have to use the School Office Entrance.

### **Arrivals**

Children go straight into school on their arrival. Staff are on duty from 8.45am. There will be a staff presence on the main playground and at gates to ensure that children are directed appropriately to their classrooms. Staff on duty can share information between home and school at the beginning of each day to ensure children's welfare is given a high priority. Parents will be encouraged to come into the Foundation Stage outdoor area to share the experience with their child. Parents are asked to make an appointment to discuss any concerns that they wish to share with staff

Children will be electronically registered on arrival or as soon as after 9.00am as is possible. If the member of staff in charge of the class does not have access to the MIS then a hard copy of the register must be complete and returned to the School Office by 9.15am. There must not be any blank marks on the register. A child is either present or absent and a mark must be recorded.

Any children arriving after the gates have been closed must come into school via the School Office Entrance.

On receipt of the register Office Staff will contact parents whose child is not in school and a message has not been received. This will be done by 9.30am..

It is the responsibility of Office staff to make an accurate written record for all children who are very late or leave the premises early. School asks for sight of all medical appointment cards before releasing a child.

### **Departures**

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff before collection. The adult nominated to collect a child must be one of those named by the parent. Only adults – aged 16 years and over and with suitable identification, will be authorised to collect children. The adult will sign the electronic sign in/out system to acknowledge that a child is leaving school. This will only ever be through the main entrance.

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. If someone other than the parent/carer is collecting, a password of the parents' choice should be used and details of the person collecting should be recorded.

Parents are invited to make their preference known for Key Stage 2 children as some parents wish their children to walk home alone. School will request written permission for Years 5 and 6. This will be undertaken as part of the annual update of information requested by school each September.

All children must be collected from After School Clubs by an adult during the months of November (beginning) – March (end of) as it is dark and the roads more dangerous.

No adult other than those named on our Emergency Contact Form 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.

**Late Pick-Ups**

All children not collected within 5 minutes of the usual pick up time are to be brought by the staff member on duty to the School Office where it is safe, warm and supervised.

If a parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival in the morning. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children Policy will be activated.

All children in Key Stage 2 need to be constantly reminded that they are to return to school if the person collecting them is not at the designated place.

# St Mary's Catholic Primary School

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Meadowside  
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Telephone 0191 5228787

Headteacher Mr M. Clephane



## ARRIVALS AND DEPARTURES YEARS 5 AND 6 ONLY

Dear Parents

To safeguard all young people in St Mary's School, if you wish to take responsibility for your child making their own way home from school then **from September**, we will require written permission from a parent/carer.

Please complete the attached pro-forma and return to the School Office. School will assume that where permission has not been given normal collection arrangements i.e. collected by one of the named adults on the School Contact Form will be the agreed arrangement.

Yours sincerely

*M. Clephane*

Mr M. Clephane

Head Teacher

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## ARRIVALS AND DEPARTURES YEARS 5 AND 6

Name of Child: \_\_\_\_\_ Class Teacher: \_\_\_\_\_

I confirm that my child has my permission to make their own way home.

Signed: \_\_\_\_\_ (Parent/Carer)

Please print name: \_\_\_\_\_