



WEST HESLERTON C.E. SCHOOL

SCHOOL ARRIVAL AND LEAVING POLICY

“Children are at the centre of all we do”

We encourage everyone in our school community to live life well reflecting Christian attitudes and values and working in partnership with families as part of a wider, caring community.

The hallmarks of a Christian life lived well are –

· Love, Joy, Self-control, Peace, Kindness, Patience, Generosity, Gentleness, Faithfulness
Galatians 5:22 – 23

Schools are responsible for the safety and whereabouts of all pupils each day.

Arrival Procedure

- At the start of each school day, a member of staff will aim to unlock the door, unlock the gate and be on duty on the playground from 8.30 am. In the event of bad weather, a member of staff will be on duty in the school hall from 8.30 am. Children should access the hall through the playground using their usual route.
- At 8.45 the school bell will be rung and the gate will be locked.
- Children should line up in year groups on the playground or in the hall as appropriate.
- Any children arriving after the bell at 8.45am must be escorted to the school office by an adult, as the playground gate will be locked, and no supervision available. The pedestrian route must be used to avoid walking across the car park wherever possible. An adult will need to sign the child in. Children arriving after 8.45 will be given a late mark in the register by office staff. For all children arriving after 8.45, office staff will order a lunch with the kitchen, record this on the school payment system and complete the leaving school register, checking after school club registers if needed. These details will be confirmed by a completed slip from the office arriving with the child to the classroom. National attendance codes will be used to show arrival: 8.45-8.55 will be marked L (late). Children arriving after 8.55 will be marked U (unauthorised absence) for the session unless a prior message has been received.

Parents should:

- Encourage their child to walk up to school wherever possible, using the agreed routes.
- Say goodbye to their child before they enter the school grounds.
- Ensure their child arrives at school between 8.30 and 8.45am.
- Phone school by 9am each day in the event their child will be late or absent.
- Sign their child in at the school office in case of arriving late.
- Contact the school office by phone with messages, bookings or queries please.
- Park with consideration for others – not on the zigzags or top parking space.

Staff should:

- Lock gates at 8.45.
- Complete all registers at the start of each day and report absent pupils to the office by 9am.
- Office staff will phone and or Dojo parents/carers – if no response by 10am other known contacts will be phoned. Should we have no response by midday, we will contact the local police to check each child is safe.

Pupils should:

- Ensure they are registered in school immediately upon arrival.

Leaving Procedure

- At the start of the school day, a leaving register will be taken to record how each child will leave.
- At the end of the school day (3.25pm), the school bell will be rung by a monitor. And the leaving registers delivered to class staff.
- Children will line up on the playground in year groups to be dismissed by their appointed adult.
- The person on school transport duty will collect all appropriate children and check numbers with staff in charge of class groups, and allow them to board the transport. Staff will ensure children are wearing seatbelts.
- Children attending clubs will be collected from the playground by staff running clubs.
- Children in Key Stage 2 will be dismissed from the playground by a member of staff, if written permission has been granted by the parent/carer allowing them to leave without an adult.
- Parents or nominated adults will collect their children from the class lines.
- In cases of extreme weather the above procedure will take place in the school hall.
- At the end of sports clubs, children will be dismissed from the school front door by a responsible adult to an adult who is permitted to collect them. Older KS2 children are able to walk down on their slip.
- At the end of the first hour of the after school childcare club, children will be dismissed from the school library door by a responsible adult.
- Any children remaining uncollected after 3.30pm, or 15 minutes after the end of their club, will be escorted to the school library and staff will check the answer phone and / or endeavour to contact parents/carers. Late collection of pupils is logged.
- In the event of parents being out of contact or the non-collection of a child, safeguarding officials will be contacted from 4pm for those attending regular school hours. For pupils staying for additional activities, procedures will be followed 30 minutes after the end of the activity.

Parents should:

- Ensure their child knows each day how they are going home and with whom.
- Phone school in the event they will be late in collecting children.
- Phone the school office to inform all staff of any changes in usual routines please.
- Provide permission for their child, if in Key Stage 2, to leave school at the end of the day unaccompanied, should they feel this appropriate for their child.
- Sign their child out in the school office, if leaving early.
- Wait until all children have been placed on school transport, delivered to clubs and dismissed for leaving independently before collecting children from the playground.

Staff should:

- Complete the leaving register at the start of each day.
- Consult the register to see how each pupil will get home, with whom and at what time.

Pupils should:

- Know how, with whom and at what time they are going home.
- Not leave the premises without an adult unless permission has been received by the school office and they have been dismissed by a member of staff.

Other links:

- Security Policy
- Attendance Policy

Reviewed by staff:

Autumn 2022

Date of next planned review:

Autumn 2024 or sooner if required