



Arrival and Departure from school Policy 2023-2024

This policy is devised for the general health and safety of children. As a school, we believe it is important that children are encouraged to walk to and from school if they wish to do so. This may require the support of an adult or for children who are old enough this may be a journey which can be made independently. The following guidance outlines our school's policy for this and our expectations on the arrival and collection of children before and after school.

Arrival

- All children should arrive promptly for school and be ready for collection in their respective playgrounds at 8.20am for children in Reception to Year 6 to enter school by 8.30am. Children attending Nursery should be ready for collection at 8.30am or 12.00pm if attending the afternoon session only.
- Years 1-6 Children arriving late for morning registration should report to the Office. They will be met by a member of staff and signed into school on the late register. It is imperative that a parent/carer accompanies their child to the door and ensures the handover with a staff member. It is the role of the parent/carer to sign their child in and provide a valid reason for being late.
- Nursery and Reception aged children must be dropped off by an authorised adult aged 18+.
- Children in Years 1-4 may be dropped off by an older sibling or authorised person aged 14+.
- Children in Year 5 & 6 are allowed to walk to school independently with written parental consent.

Collection

- All children should be collected by an authorised adult at 3.00pm. Children attending the Nursery morning session should be collected at 11.50am and 3.00pm if attending for the afternoon/full day.
- The authorised person should wait in the playground area directly outside the child's classroom/at the designated Foundation doors.
- Class Teachers will dismiss each child when they have seen that the parent or authorised adult is present.
- Any child who is not collected by 3.10pm will be taken to the main office and their parents will be contacted.
- Under no circumstances will a child be handed over into the care of an unknown or unauthorised adult until we make direct contact with parents to establish they are safe to take the child.
- Reception and Nursery aged children MUST be collected by an authorised adult aged 18+.
- Children in Years 1 – 4 MUST be collected by an authorised person or an older sibling who is aged 14+.
- It is a parent/carer's responsibility to ensure school are aware of all authorised adults who they intend to collect their child. Please ensure that your child's details are kept up to date with the School Office Team.

- In the event that a child has not been collected by 5.00pm and no reason has been provided by the parent/carer, we will follow school procedures and if required notify the Police and/or Social Services.
- Year 5 & 6 children may walk home alone subject to written parental consent.

Please Note: Year 5/6 children with siblings in school are not permitted to drop off or collect siblings who are in years Nursery – Year 4

Parents who wish for their child/children to walk home unescorted at the end of the school day must adhere to the following guidelines:

- Parents must have registered with the school that they are prepared for their children to walk directly home from school at the end of the day and MUST have given written consent.
- Children must be in Year 5 or 6.
- It is the parent's responsibility to check the route that their children may walk home in order that they may make an assessment of the appropriateness of the journey. Crossing of fast roads and walking through secluded areas is to be discouraged. A single route must be agreed.
- Parents must be certain that children have an awareness and understanding of the Green Cross Code and 'Stranger Danger'. It is parent's responsibility to ensure they are sufficiently happy that their child is capable of undertaking the proposed journey safely.
- If the journey involves additional modes of transport, the parents should consider their child's ability to navigate these safely and discuss how they would deal with unforeseen circumstances i.e. missing the bus, getting off at the wrong stop, travelling alone in a taxi.
- During winter months and/or inclement weather, children must be dressed appropriately for the journey they are undertaking.
- Children should preferably walk in a group and not alone.
- Children should know their home phone number (plus one other emergency contact) and have their own mobile phone.
- Any child must be capable of arriving home within 30 minutes of the end of the school day. Journeys over 30 minutes are not considered appropriate for children to walk or travel by other means at this stage.
- It is the parents' responsibility to verify that their child has arrived home safely. 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, school will instigate the missing person's procedure in conjunction with the relevant authorities.
- If the missing person procedure is initiated, there must be a point of contact remaining at both the home and school location until further advised by the relevant authorities.
- If a child does arrive home after the missing person procedure has been instigated, immediate notification to the relevant authorities/emergency services must be made. This is to enable the missing person procedure to be stood down.

- Once the missing person procedure is initiated, responsibility will pass to the relevant authority to further any enquiries. Both parents and school will be guided by them in order that a successful outcome is achieved.