

# Arrivals and departures Policy



2017/18



## **Aims Of Handsworth Primary School “A School With Great Expectations”**

At Handsworth primary School we aim to provide a safe, caring and stimulating environment, which offers opportunities:-

- For everyone within the school to reach their full potential and develop self worth, self confidence, the ability to take responsibility for their own individual actions and resilience.
- For everyone within the school to have a sense of wonder, an enthusiasm for learning and help children to develop as independent thinkers and learners with enquiring minds.
- To encourage and develop a respect and understanding for others.
- To develop all partnerships, small and large, from the individual parent to the wider community and beyond to support children's learning.
- To give children access to a broad and balanced creative curriculum to attain the highest possible standards in relation to prior attainment through assessment and learning.

### **Equal opportunities**

At Handsworth Primary school we believe that every child is entitled to equal access to a broad and balanced engaging curriculum, regardless of race, gender, class or disability. We positively celebrate diversity and difference.

### **Inclusion**

- We are committed to promoting a learning and teaching environment for all that embeds the values of inclusive educational practices.
- We aim, through a child centred approach, to ensure that education is accessible and relevant to all our learners, to respect each other and to celebrate diversity and difference.

## **Arrivals and Departures Policy**

This policy is part of Handsworth Primary and Nursery School's policies for safeguarding children.

Our school will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each day.

### **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 must report to the office.

Records of daily registers are kept by the school for the recommended years by the Local Authority.

Members of staff will be on duty at the main entrance door during the opening times for arriving in the school, from 8.45am – 9.00am each day. Staff will open the classroom door at 8.50am. In this way information can be shared between home and school at the beginning of each day to ensure children's welfare is given high priority. Parents and carers can also take the opportunity to speak to staff at the end of the school day.

For sensitive conversations, parents/carers are asked to make an appointment with their child's class teacher or via the office if they have any concerns. A member of staff will also be available in the school playground from 8.45am until the bell rings at 8.50am if you have any issues to discuss.

Teaching staff will be available in classrooms to 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. Children arriving after 8.50am MUST come into school via the front reception door and be signed in by an adult at the office.

If any children are not accounted for by 9.30am, office staff will endeavor to contact parents/carers to confirm if the child is ill or unable to attend for another reason.

Looked After Children [LAC] and children with Child Protection [CP] plans who are absent will be notified to the Head Teacher (or Deputy Head Teacher in her absence) as a matter of priority. The parent/carer of children attending other schools for alternative provision will be asked to notify us if the child is going to be absent as well as informing the alternative provider.

The school will monitor the attendance of all pupils, especially if their attendance falls below 95%. The school will also inform the Educational Welfare Officer of any child who has unsatisfactory attendance [below 90%] and any patterns of non-attendance.

## **Gates**

The main gates to the playground will be locked at 9.05am. At 3.20pm the main gates will be unlocked and will be re-locked at 3.45pm when the majority of the children have left the premises.

## **Departures**

Teachers will release pupils to their parents/carers at the end of the school day. All children not collected within 10 minutes will be taken to the school office by a teacher or other member of staff. The school office will record all late collection of pupils.

No adult other than those named on the school system will be allowed to leave the school with a child. In the event that someone else should arrive without the school's prior knowledge, the school will telephone the parent/carer immediately to confirm their identity. If children are to be collected by someone other than those named on the school contact list, this must be communicated to a member of staff before 2.30pm. If you have not notified your child's teacher at the start of the day please ensure that you call the school office on 020 8527 5991.

If an older sibling from one of the local secondary schools is to collect your child please ensure that they do not enter the school site with other secondary school pupils who are not collecting children.

Permission and arrangements for children walking home on their own from school at the end of the day must be confirmed in writing by the parent/carer. The school will not allow children in Year 5 or below to walk home unaccompanied. 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.

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

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 as soon as possible. If no one arrives to collect a child and the parent cannot be contacted (within half an hour of the end of the school day,) the school has a duty to contact Social Services.