



St. Lawrence Primary School

Arrivals and Departures Policy



This policy is part of the school's policies for safeguarding children and should be read alongside the school's Safeguarding Policy and the Attendance Policy.

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 during the school day 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 as long as the child is on roll and they are used to monitor attendance by the Headteacher, the Deputy Headteacher and the school's Education Welfare Officer.

Staff will be on duty at the main entrance gate for children arriving by car, from 8.30am – 8.40am each day. Teachers will be waiting for the children to arrive in class from 8.30.

Reception class staff will be waiting for the children to arrive from 8.40-8.50. During the Autumn term, Reception parents park on the lower playground and walk their children to the external Reception door. By the Spring term, Reception children normally arrive independently.

Nursery class staff will be on duty ready for drop off at the nursery gate between 8.45-9.15.

At 8.45, the teacher will record the child's attendance in the daily register, which closes at 8.50am, children arriving after the gates have closed MUST come into school via the front reception door and register with the school secretary.

The school secretary will endeavour to contact parents/carers of any children not accounted for by 9.15am, ensuring parents and school know where children are at all times.

Looked After children [LAC] and children with Child Protection [CP] plans who are absent will be notified to the Designated Safeguarding Lead (Ms Jansen) as a matter of priority.

The school will inform the Education Welfare Officer of any child who has unsatisfactory attendance [below 89%] and a pattern of non-attendance on certain days of the week. This will be looked at with understanding and on a case by case basis.



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Gates

At 2.30pm the main gates to the lower playground will be unlocked and cars will be able to park, ready for the pick up time.

Departures

Pick-up time is from 3-3:15pm. All parents and carers must present their child's QR code to the member of staff in the road if collecting by car and to a member of staff by the hall door, if collecting in the playground. This card will enable your child to make their way outside the school for hand-over. Please make sure you remain by your vehicle to ensure a speedy turn-around and avoid long traffic jams.

If children are to be collected by someone other than the parent/carer, this must be indicated to the school secretary before 2.00pm by the parent.

No adult other than those named 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.

Permission and arrangements for children leaving the school at the end of the day without supervision (walking or cycling) will need to be confirmed in writing by the parent/carer. The school reserves the right to refuse permission for a child to do this 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. Leaders of after school clubs will keep a register.

- School will be notified of who will normally collect your child when parents complete our admissions forms.
- Parents have a responsibility to notify the school in advance if this changes, giving details of the person authorised to collect the child.
- Parents are also asked to inform the school secretary or the Headteacher where children are subject to court orders that limit contact with a named individual. A copy of the court order will need to be provided to the school and kept on file.
- In the event that anyone who is not authorised to do so attempts to collect the child, the school will not allow the child to leave and will contact the parent immediately.
- Our procedure if the child is not collected at the end of the school day is that we will look after the child until 3.30 and then request a place in the after-school club after this time. Parents will incur the cost of this after school care.
- If there are any changes to arrangements for collection and parents have forgotten to inform the school, we will try to make contact with the parent or other family members and wait with the child/place the child into after school club until the parent comes to collect them.
- Children will not be released into the care of another parent even where they offer to take the child home.
- School will discuss with the [Children and Families Hub](#) team at 4.00pm if there are difficulties in contacting parents or other family members.



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- If no contact can be made with the parent by 4.30pm, the school will contact the [Children and Families Hub](#) Co-ordinator who will arrange for a Child Care Officer to collect the child or make arrangements for the child to be transported to the Children's Services Department.
- We will ask parents to confirm and update contact details and to nominate a family member or friend who can collect the child in the event that they are unable to do so on an annual basis
- Where children are regularly not collected or collected late, this will be discussed with parents/carers early on and if no improvement is made then Designated Safeguarding Leads/Head teacher will refer the case to the Education Welfare Service.
- If there are also child protection concerns, consideration will be given to making a [Children and Families Hub](#) Enquiry and this will be discussed with the parent/carer
- If a child is not collected at the end of the day without explanation, this may constitute a safeguarding concern and trigger the use of [Keeping Children Safe in Education Policy \(May 2021\)](#)

Contact Details

The school secretary will ask parents to confirm and update their contact details and to nominate a family member or friend who can collect the child in the event that they are unable to do so on an annual basis. Parents need to let the school know of any changes that happen during the year.

CHANGE HISTORY

Version	Date Issued	Issued by	Reason for Change	Presented To (initials to agree policy has been read and understood)	Approved by:	Date
0.1	9.9.19	A Charlesworth	Update to department policy	AJ/MMD/KB/SL/KW	Whole staff	11.9.19
0.2	29.09.21	A. Jansen	Update to department policy	AJ/CMcC/MMD/KB/SL/KW	Whole staff	30.09.21
0.3	11.10.22	A Charlesworth	QR code presented at departure p2	All staff and parents (website)	Whole staff	11.10.22
0.4	26.1.26	A Charlesworth	Change of routine for Reception class arrivals	All staff and parents (website)	Whole staff	26.1.26