



St. Lawrence Primary School



Arrivals and Departures Policy

Covid 19 update

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 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 on duty in the lower playground and the top playground to supervise Reception children's arrival from 8.40-8.50.

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

At 8.40, 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, Mrs Ward.

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, especially during Covid-19 restrictions.

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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 staggered pick up times.

Departures

Staggered pickup times are as followed, from the lower car park.

Y1 and Y2: 2.30-2.40

Y3 and Y4: 2.45-2.55

Reception, Y5 and Y6: 3.00-3.10

Siblings are organised so that parents have one pick up time. This will be the latest pick up time of your children.

One teacher remains on duty until 3.30 to look after any children whose parents are running late.

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.

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, the parent/carer will report to the school secretary. The child will then be brought, by staff, to the reception.

If there are difficulties in contacting parents or other family members and the child has not been collected by 4.00pm, school will discuss this with the MASH team. If no contact can be made with the parent by 4.30pm, the

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school will contact the MASH 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.

Where children are regularly not collected or collected late, this will be discussed with parents/carers early on by the Headteacher and if no improvement is made then DSL/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 MASH Enquiry and this will be discussed with the parent/carer.

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	13.11.2020	A Charlesworth	Covid 19	Whole staff and parents	Whole staff	13.11.2020
0.3						

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