



Newport CE Junior School

Arrivals and Departures Policy

Date Policy Written and Agreed by Governors:	Date of last review:	Date of next review:
October 2019	October 2022	October 2025

Arrivals and Departures 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 session.

Arrivals

Parents/carers are asked to come into the office to discuss any concerns etc with the member of staff before 8.45am.

Children are not supervised until 8.45am; parents and carers are responsible for their children until this time. Staff will open the class room door from 8.45am and when the bell rings at this time children should enter class between 8.45am and 8.55am.

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. The register is open between 8.45am and 8.55am. Pupils who arrive after 9am will be marked late.

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

Any children not accounted for by 9.30 am, office staff will endeavor to contact parents/carers to account for the child's safety. See attendance policy.

Gates

The main gates to the playground will be locked at 8.55am. The main security gate at the front of the school will be used during the day to restrict access and protect the staff and children.

At 3.15pm the main gates will be unlocked for parents and carers to collect their children.

Departures

Teachers will escort their own class out of school every night and be on duty in the playground until all children have been dismissed. All children not collected within 10 minutes are to be brought into school where it is safe and warm by the teacher or member of staff and taken to the reception desk. Members of staff will be positioned on the gate.

All children are returned to the reception desk if the person collecting them is not at school.

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