



## Arrival and Departures Policy

### Policy Version Control

Version history see Annex A errata for details

Version No.	Policy Author	Date Updated	Review Date
1	G Mellefont	01.02 2017	February 2018
2	G Mellefont	23.02.2018	September 2019

**Approval:** A Godfrey (Chair of Board)

  
 \_\_\_\_\_ (signed) **Date authorised:** 19.04.2018

This document is the property of North View Academy Trust and its contents are confidential.

*It must not be reproduced, loaned or passed to a 3rd party without the permission of the authoriser. It is controlled within the North View Academy Trust Admin Server where the electronic master is held and can be accessed on a read only basis, subject to security permissions. Users of the document are responsible for ensuring that they are working with the current version.*

*Paper or electronic copies may be taken for remote working etc. However, all paper copies or electronic copies not held within the Admin Server are uncontrolled.*

*Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. To enable continuous improvement, all readers are encouraged to notify the author of errors, omissions and any other form of feedback.*

## North View Academy

### Safe Arrivals and departures in and out of school - Policy Guidance 2017

This policy is part of the 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 session.

#### **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 Local Authority and national guidance for Records Retentions from National Records management Guidance.

- How many staff are on duty?  
All staff are on duty for arrivals to the school, for school transport arrivals and also those pupils brought in by parents or making their own way to the school
- What time is entrance into the school?  
At 9.20am bell will sound. All transports can begin to disembark transport and pupils met at school pupil entrance are escorted into school. All pupils are met by staff in the school hub in their individual class groups.
- Who is allowed in the school on arrival? E.g. (parents, carers NOT ANIMALS)
- Parents, carers and transport personnel are allowed into school if they wish to inform staff or raise an issue. No animals are allowed into school.
- If parents wish to speak to a member of staff, how would they do so?  
Parents would make request by telephone or upon entering the school via visitor and staff entrance. They must report to the school office and identify or outline the member of staff they wish to engage and await that appropriate member of staff.
- What time is the school bell?  
School bell will sound at 9.20am
- What happens if children are late?  
All late pupils report to the administrator in the office and dependent upon circumstance i.e. transport issues which cause late arrival, then decision made to mark this as late in registration
- How are children greeted/taken into school?  
All pupils are met from buses and at the main pupil entrance by staff. Parents who transport their children will follow the same procedures as those children who are transported by the local authority. Those parents and carers who walk their children into school will drop them off to staff at the pupil entrance. This is in place daily for both departure and arrivals. All buses and escorts drop pupils at the allocated drop off marked at the bottom of the school drive and are met by staff who escort and supervise pupils into the building. Once disembarked, the transport leaves allowing other transport to move to the allocated drop off. This allows for the safe passage into school for pupils and safe exit for transport. Escorts and transports who wish to speak to staff or report an incident return to school via the west gate entrance, park once again on the drive and speak to staff once pupils have been dropped off. Parents with transport await staff to disembark their children and then staff will escort the pupils to the pupil entrance.
- What happens if your child doesn't arrive?  
School attendance procedures are in place via Attendance policy guidelines.

## Departures

- What time is the end of the school day?  
School day ends at 3.10pm, except Wednesday when departure is at 4.00pm
- What happens for each class?
- All pupils are escorted to the main hall area in their class groups. Each pupil is allocated a muster point or area to gather for the different transport contracts and these will be marked with different group names allocated by the children for each transport. All other pupils who are collected by parents either at West gate or by private transport also meet in the main hall area and are supervised by allotted staff. When all children are head counted and present, staff will escort the pupils to their transport once advised that the transport has arrived in the allocated drop off pick up area. Allocated staff supervise the children to the West gate to be collected by a known parent or family member. No child is allowed to leave with persons unknown to staff at the school. This is inclusive of social care staff, who have no ID and unless we have e-mail from Social care with collection arrangements included.
- Where do parents collect pupils?  
Parents and carers collecting pupils will line up as do local authority transport and their children will be escorted to transports by from allotted staff on duty daily these staff supervise the walk to the West Gate. Parents without transport can wait at pupil entrance /exit , and staff will collect from the main hall and present to parents
- What happens if a parent is late/doesn't turn up?  
Those pupils return to school with staff members and telephone calls will be made to ascertain reason and a time frame for pick- up
- What happens if parents want someone else to collect the child/child going for tea somewhere?  
This would need to be clarified in the home/school diary, or via a telephone call to the school by the parent or carers, and they must be aged 16 or over
- What if a parent wants a child to walk home alone?  
Arrangements for this need to be made in person or in writing to the academy
- What are your systems regarding a child/parent needing to re-enter the building e.g. toilet, missing item of clothing etc?  
This would be supervised by a member of staff at all times

## Gates

- When are the gates open/closed?  
Main gates are opened and remain open to traffic throughout the day
- Where can parents park/stand?  
Parents should wait at the West gate entrance until staff and pupils arrive under escort , or alternatively park in the overflow car area to the right of the building near the school mini bus area. They walk to pupil or visitor entrance to collect pupil, making themselves known to staff for that individual pupil

**Annex A**

<b>Version No.</b>	<b>Change History</b>	<b>Guidance reference (if any)</b>	<b>Date</b>
1	Created		01.02.2017