



Arrivals and Departures

Review Date:	September 2018
Next Review Date:	September 2019
Headteacher:	Mrs L. Peart
Chair of Governors:	Mr I. McDonough

1. General Statement

St. John Bosco RC Primary School is committed to safeguarding and promoting the welfare of children.

2. Purpose

The aims of the policy are:

- To promote safe practices and challenge poor or unsafe practice
- To enable prompt and appropriate responses to concerns about a child's welfare
- Having a safe culture is a key part of safeguarding

St. John Bosco RC Primary School does this by:

- Having effective procedures for arrivals and departures in school.
- Ensuring that there is an awareness and understanding of safeguarding, having open and transparent practice and having clear procedures for reporting concerns or issues.
- Having robust policies and procedures regarding safeguarding children.
- Having a whole school commitment to safeguarding children.

3. Admissions

- Class registers open at 9.00am and close at 9.10am
- Children arriving after the close of the register must report to the school office where they will be marked in.
- Attendance marks are entered onto the SIMS pupil database.
- Any issues upon arrival or departure are dealt with by Senior Leaders.

4. Arrivals

- Breakfast Club runs each morning from 8am onwards.
- Children are signed in by their parents and a register is taken by the Sports Coach.
- After breakfast they are taken outside onto the yard for activities with the Coach accompanied by a Teaching Assistant.

- Pupils not at Breakfast Club are encouraged not to arrive before 8.45am.
- Younger pupils stay with their parent on the yard until the bell is rung at 8.55am.
- Older children make their way to the KS2 yard.
- Parents are allowed on the yard but no dogs are allowed.
- Parents wishing to speak to a member of staff are asked to come to the school office.
- Children are collected from the yard at 8.55am by their class teacher and escorted into the cloakrooms.
- Children are registered by the class teacher.
- Parents are encouraged to ring or text the school with absences so that each child can be accounted for at the close of the register.
- Children who bring their mobile phone to school leave it at the school office to be collected at home time.

5. Departures

- The end of the school day is 3.15pm.
- Year 5 and Year 6 children wishing to walk home alone must have a signed permission form from their parents giving permission for them to do so. St. John Bosco School reserve the right to refuse permission for a child to walk home alone depending on the distance and any concerns the school may have (based on a child's age, maturity and previous experience).
- Foundation Stage and Key Stage 1 parents wait at their respective entrances for their children. Staff will only release children to a known adult therefore we ask parents to notify us of any change to the person collecting their child. School will give you a code to pass onto the person who will be collecting your child for identification purposes. Therefore if someone turns up to collect your child without the code they will not be allowed to leave the school building.
- Only adults aged 16 and over and with suitable identification will be authorised to collect children.
- Children whose parents are not there to collect them know that they must come to the main entrance to wait for them.
- No adult, other than those named, will be allowed to leave the school with a child. In the event that a person arrives without the prior knowledge of the school, we will telephone parents/carers immediately to ask their advice.
- Any pupil who has forgotten something is escorted back to the school area they need to return to.

6. Gates

- The school gates to the car park are **not for pedestrian access** to school.
- Pedestrians should enter via the gate at the Foundation Stage Entrance.

7. Appointments

- Parents are asked to advise us of appointments in advance where possible.
- Children are collected from the main entrance and signed out using the Appointment File by parents.
- If they return to school the time is noted in the Appointment File

Revised by: Headteacher, Staff and Governors

Date: September 2018

Next Review: September 2019 or sooner if regulations/circumstances change.

Signed: _____

Designation: Chair of Governors

Date: _____

Signed: _____

Designation: Headteacher

Date: _____