



Arrivals and Departures

Review Date:	March 2017
Next Review Date:	March 2018
Headteacher:	Mrs D. Prayle
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.
- Older children wishing to walk home alone must have a signed letter from their parents giving permission for them to do so.
- 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.
- Children whose parents are not there to collect them know that they must come to the main entrance to wait for them.
- 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 Book by parents.
- If they return to school the time is noted in the Appointment Book

Revised by: **Headteacher, Staff and Govenors**

Date: **March 2017**

Next Review: **March 2018 or sooner if regulations/circumstances change.**

Signed: _____

Designation: **Acting Headteacher**

Date: _____