

Arrival and Departure Policy



Arrival and collection of children in Nursery

- The arrangements for bringing children in to the setting are:

The main door is open at 8.45a.m for the morning session and 12.40p.m for the afternoon session. Parents are encouraged to help their child choose a peg for their coats and book bags. Parents are invited to help their child settle in before the session starts. Parents are then asked to leave promptly, as long as their child is happy and settled. In the case that their child is not contented, parents are offered to stay up until 10am, if they feel this would benefit their child.

- We do not allow any child to be let into the Nursery without a member of staff being made aware of his/her arrival.
- The procedures for collecting children are: 11.20a.m for the morning session or 3.10p.m for the afternoon session. The main door is supervised by a member of staff. Parents are invited to come into the Nursery to collect their child and have a chat to the key worker if necessary.
- We only permit the authorised adult to collect a child from the Nursery unless we have already received written permission for another named adult to do so. (we will accept a telephone permission in the case of emergency situations) Proof of identity will be required if that person is not known to the Nursery along with a password which has been made known to the School. We only release children into the care of an adult.
- In an emergency situation, where the authorised adult cannot collect the child, the person who does collect the child will need to provide evidence that he/she has the authorisation of the parent/carer. The child's safety will be the primary concern at all times.
- If parents stay in the Nursery for any length of time e.g. to settle children, they will need to sign in (for fire regulations) and wear an identification badge. They will also need to sign out when they leave the Nursery.
- If for any reason parents need to enter the Main school, they will also be required to sign the register in Nursery and wear an identification badge, where possible parent visitors will be escorted to their destination. If this is not possible a member of staff from the Nursery will telephone the receptionist in the main building to let them know that a visitor is in school from the Nursery and the purpose of their visit. The receptionist will enter details into the visitor's book at the main reception. When the parent leaves they will be required to sign out (again for fire regulations).



Arrival and Departure of Staff, Parents and Volunteers

- The arrangements in Nursery for all staff, parents and volunteers arriving at the setting are:
- The main door is unlocked by the caretaker and the alarm is deactivated. Staff are able to arrive at the building any time from 7.30a.m onwards. They are expected to be present at work for 8.45a.m. Any volunteers attending the setting during a session are asked to arrive at 8.30a.m when a member of staff is present.
- The visitor will need to sign in at the main office and receive a badge to wear identifying them and the purpose of their visit to School.

The Departure arrangements for all staff, parents and volunteers in the Nursery are:

- Parents are asked to follow the departure arrangements of the children as set out in this policy.
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- Volunteers may be asked to continue their help after the session by tidying up and preparing for the next session. The volunteer may leave via the main door at a mutual time that has been set between the volunteer and the play leader and sign out.
- Staff will follow their working hours as set by their contracts or arranged over time. Each member of staff will leave the setting via the main door.
- If members of staff leave the school at lunch time they will be required to sign out & in again on their return, the same applies if a member of staff leaves School to attend a course or training.

Guidelines for Arrival and Collection of Children in School



Key Stage 1, Reception, years 1, 2 and 3.

- Doors open at 8.45a.m
- Parents are asked to watch their children enter their classroom. Prior to entering school parents are responsible for supervision of their children.
- If necessary parents are invited to support very young children or new children in finding their coat peg, tray and helping to settle them into school. If children are finding it hard to settle, then parents are asked to stay for up to 10 minutes. After this time we will ask parents to leave. This is because in our experience children usually settle down once their parents have gone, the situation is usually more upsetting for the parents than the children! At the end of the school day, children will be dismissed to an authorised adult, if for any reason the usual adult can not collect your child, please write to school and let us know.

Key Stage 2. Years 4, 5 and 6.

- Children can enter the playground from 8.30a.m.
- Where possible we ask parents to supervise children onto school as we cannot direct a member of staff onto duty until 8.45a.m. The doors will open at 8.45a.m.
- Children are asked to enter school by themselves as they are older and more independent.
- Children may need support on occasions – if they are new, have sustained an injury etc., parents will be asked to bring their children in through the Office area, sign in and receive a visitor's badge. They will be required to sign out as they leave the premises.
- Children will be dismissed onto the key stage 2 playground (with the exception of those children meeting younger siblings in KS1). There will be 2 teachers on duty.
- Parents (without animals) are invited onto the playground to wait for children. Children know that if there is no adult to collect them and they do not walk home on their own they need to tell the teacher on duty and wait with them.
- We would not expect children younger than year 6 to be walking home by themselves. Please let us know if your child is able to walk home on his/her own, also let us know if you/ usual carer are unable to collect your child so that we can let your child and their class teacher know.



Clubs

- It is the responsibility of the adult running a club to dismiss the children and ensure that a known adult is there to collect them.
- We would not expect children younger than year 6 to be walking home by themselves. Please let the person running the club know if your child is able to walk home on his/her own, also let them know if you/ usual carer are unable to collect your child so that we can let your child know.

Staff

- Staff can arrive from 7.30a.m. It is only necessary for staff to sign out if they are leaving school at lunchtime or to go on a course. If they return to school during the day they are required to sign back in (this is for fire regulations).
- If staff want to come into work during holiday times they will need to sign in and out so that the caretaker knows who is on the premises.
- Signing in and out will be monitored by the office staff.