



# Arrivals and Departures Policy

Review Date	Reviewer	Approved by	Date Approved	Implementation
	Deputy Headteacher	Headteacher	29 August 2023	September 2023
September 2023	Deputy Headteacher	Headteacher	29 September 2023	October 2023
September 2025				

## Revision History

<b>Issue No</b>	<b>Date</b>	<b>Description</b>
1	September 2023	New policy
2	September 2023	Included section on Walking to and from school.

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## 1. Introduction

Meadowdale Academy is part of the North East learning Trust, and as a Rights Respecting School and all policies are written and implemented in accordance with a school community which has Rights Respecting Language and ethos at its heart.

## 2. Aims

The aim of the policy is to ensure that all children arrive and leave safely when they are attending Meadowdale Academy. It is also essential that all parents and carers are aware of the policy and that they follow the guidelines within it. All school staff must also make themselves familiar with the information within the policy.

## 3. Links to other policies

This policy should be read alongside the following Trust and Academy policies:

- Attendance
- Extended Services
- Safeguarding

## 4. Registration

- Children are signed in when they are late; this is recorded on SIMs.
- If a child is required to leave school (for a medical appointment or other circumstance), they are signed out by the adult collecting them. The adult collecting them must be on the contact list for the child.
- Morning register opens at 8:45am and closes at 8:55am
- Afternoon registration is the following times:
  - Nursery: 12:45 - 12:55pm
  - Reception – Year 6: 1:00 – 1:10pm
- Children who are late must sign in at the main office.
- Registers are submitted on SIMs. The School Administrative Team then run a report for children with missing marks and first day response contact is made with parent/carer.
- Where contact cannot be made or there any concerns, these are noted by office staff and passed on to the class teacher or alternatively DSL.

## 5. Arrivals

- A member of staff is present on each of the arrival points to greet children and ensure they are safely in the building:
  - Nursery: Nursery door
  - Reception: Reception/KS1 playground
  - Years 1-6: Double doors opposite Key Stage 1 playground
- Staff will close external doors at 8.50am.
- Entrance to the yard is via the two pedestrian school gates. Both gates are opened by at 8:40am by a member of staff. Children should not enter the site before 8:40am, unless attending the Academy's extended services provision.
- Parents and carers are allowed on the yard.

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Approved by HT:	29/09/2023	Originator of this document is:	J Barker

- Animals are not permitted on the site and animals must not be tied to the railings on any school property.
- Parents/carers can leave a message with the admin team in the school office should they wish to speak to their child's class teacher.
- Children arriving by bike or scooter must dismount before entering the school site. They must walk with their bike/scooter to the bike store/racks. Bikes and scooters (along with helmets and other relevant equipment) are left at the owner's risk and the Academy cannot be held responsible for any damages or theft.

## 6. Departures

- Departure times are as follows:
  - Nursery morning session: 11.45am
  - Nursery afternoon session: 2:45pm
  - Reception – Year 6: 3:15pm
- The school pedestrian gates are opened to parents and carers at the following times:
  - Nursery morning session: 11.40am
  - Nursery afternoon session: 2:40pm
  - Reception – Year 6: 3:10pm
- Parents should go to their collection point to wait for children to be dismissed by staff, ensuring they keep sufficient distance from any gates/doors to ensure safe discharge of the children on departure:
  - Nursery: Nursery door
  - Reception: Reception/KS1 playground
  - Year 1: Reception/KS1 playground
  - Year 2: Reception/KS1 playground
  - Year 3: Double doors opposite Key Stage 2 playground
  - Year 4: Year 4 external classroom door
  - Year 5 and Year 6: main school entrance
- If a parent/carer is picking up more than one child, they collect the youngest child first. Staff will allow time for multiple collections.
- In the case of a child not being collected, they are then taken to the main school office and a phone call made home. The child will then remain in school with a member of staff until collected.
- Once a child has been collected, the adult responsible for the child will escort them off the school site.
- In the unlikely circumstance that a child is reported missing, the HT and DHT (DSLs) will be informed immediately. Appropriate action will be taken.
- It is an expectation of the children that if they cannot find their parent/carer that they return immediately to the class teacher.
- If a child needs to return to school for any reason, they must enter via the main office.
- For those children who leave school without an adult (Year 5 and 6 children only), it is expected they will return to school or contact their parent/carer if they encounter any issues.

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- Children in year 5 and 6 may leave the school premises without an adult, only if their parent/carer has completed the relevant paperwork in advance.
- All adults collecting children must be named on the child's contact form. If updates are required, the child's legal guardian will contact the school office.
- In the case of a legal guardian's request of an unnamed adult to collect their child, the matter must be given to the HT or DHT for a decision to be made.
- School will not allow and person under the age of 16 to collect any child.
- If a change in departure arrangements is necessary, parents or carers must update their child's contact form in advance.
- If a parent or carer wishes to speak to the class teacher, they must wait until all of the children in their care have been handed over to their responsible adult. It is encouraged that parents/carers make an appointment via the school office to speak with teachers in an appropriate setting.

## 7. Walking to and from school

### The Law

There are no laws around age or distance of walking to school. A families' guide to the law states:

*"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school."*

Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. However, as a school we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

### Pupils in Foundation Stage or KS1

Our policy is that no pupil in the Early Years Foundation Stage or Key Stage 1 will walk to or from school on their own. An adult, over the age of 16, must collect them.

### Pupils in KS2 (Years 3, 4, 5 and 6)

While there is no set age when children are ready to walk to school or home on their own however it is the Academy's policy that pupils in Year 3 will be brought to and collected from school.

Parents/carers must be aware, if they give permission for their child to walk to and from school without an adult, the parent/carer is responsible for their child once they have been dismissed by school staff. The child will also be responsible for their behaviour whilst on the school premises either before or after school.

If parents/carers decide their child is ready for this responsibility, then they must inform the school by completing this form [here](#) . Your child will not be permitted to walk home without an adult unless this permission has been given in writing.

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Where children have been given permission from parents/carers, the child will also be responsible for their behaviour whilst on the school premises either before or after school. Should their behaviour not be acceptable parent/carers will be asked to accompany them or collect the child.

Where children walk to, or walk home from school, alone, the Academy would usually expect that a parent, or other responsible person, is at home when they leave or arrive. If the child will be leaving from, or returning to, an empty house, we would expect that this is only for a short period of time and that the child knows how, and can, access emergency adult support if needed.

The Academy will not allow children to walk home without an adult after any after school clubs, after school tuition in the months of December, January or February. Children must be collected from Wrap Around care on all occasions (please see our Extended Services Policy).

It is a parent/carers responsibility to inform the Academy of any changes to arrangements in advance, where possible.

### **Recommendations for Parents/Carers**

In deciding whether your child (in Year 4, 5 or 6) is ready to walk to school parents/carers should assess any risks associated with the route and your child's confidence. Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness. There are many ways parents/carers can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently.

Walking to school is a great opportunity to learn road safety skills. The Academy recommends that parents/carers walk with their child from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence to deal with traffic and way finding on their own, in preparation for walking with friends or alone when they are older.

Teach your child to:

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Always cross at the intersection where there are traffic lights; do not cross in the middle of the road. Alternatively cross in a place where they can see clearly in all directions. Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.

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- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. Speak to your child about what they should do if this should ever happen.

When deciding whether your child is ready for this responsibility parents/carers may want to consider the following:

- Do you trust them to walk straight home?
- Do you trust them to behave sensibly when with a friend?
- Are they road safety aware?
- Would they know what to do if a stranger approaches them?
- Would they have the confidence to refuse to do what a stranger asked?
- Would they know the best action to take if a stranger tried to make them do something they did not want to do?
- Would they know what to do if they needed help?
- Would they know whom best to approach to get help?

## 8. Extended Services Arrivals and Departures

- Children and their families are able to access the site for extended service provision during the following times:
  - Breakfast Club: 7:30am – 8:45am
  - Afterschool Clubs: 3:15 – 4:15pm
  - Wrap Around: 3:15 – 5:00pm
- Children attending Breakfast Club are escorted to their respective classes by a member of the breakfast club team at 8.40am.
- Children attending after school clubs will be sent to the meeting point (children in EYFS/KS1 will be escorted by a member of staff).
- Parents and carers are expected to ensure children are collected from after school clubs by a suitable adult, unless alternative arrangements have been agreed by the Designated Safeguarding Lead. All children must be collected from the main school entrance at 4:15pm.
- Children must be collected by a named adult (on their individual contact form) from Wrap Around. The final pick-up time for this service is 5:00pm.

*Please read in conjunction with the Academy's Extended Services Policy.*

**It is the responsibility of all parents/carers to ensure that contact forms are kept up to date. Please inform office staff if there has been a change in address or mobile number.**

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