

# St Luke's C of E Primary School

## Arrivals and Departures Policy

Policy for Arrivals and Departures  
Leadership Group  
Reviewed: Spring 2025  
For Review: Spring 2028

### Rationale

The need for the school to devise this policy is to:

- Clearly outline the collection procedures to the school community.
- Devise an easy to follow signing in and out system within the school.
- Ensure that each child is safe when on the school grounds.

### Aims

- That no child is unaccounted for at any time.
- That all staff are up to date on child collection procedures and arrangements.
- That the school community is aware of the appropriate collection procedures.

### 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.

The Elm Road student entrance is unlocked and supervised from 8:30am and is closed for school at 8.50am. Members of staff will be on duty at the gate to make sure no pupil leaves the school premises. There is a relaxed entry system in the morning for children in Years 1 to 6 where they should go straight into class upon arriving at school. At the beginning of the academic year, Reception children line up in the lower playground. The Reception staff will be there to meet the children and will take them in to the class at 8:45am. After a few weeks and the children are confident in coming to school, Reception children should be dropped off at the gate in the same way as other year groups.

### Departures

School ends at 3.10pm for KS1 and at 3.15pm for KS2. The Elm Road gates are opened again at 3.05pm to enable parents to enter the school. They are closed again at 3.30pm.

KS1 and Year 3 pupils remain in their classroom until they are released by staff to their parent. The school should be informed of any changes to arrangements on child collection either by phone, in person or in a note to the teacher. Any concerns in releasing pupils and the school will get in touch with the child's parents to confirm the arrangements.

Children in Years 4 & 5 will be released from the conservatories or through the KS2 side entrance. Parents should assemble outside the classroom or in the playground. Staff will be on duty to observe and for children to return to, in the event of a late collection. If a child is not collected they will be taken to office and parents will be contacted.

At the point of collection the responsibility for the care of the child is passed to the parent / designated adult. Dangerous play / inappropriate behaviour in the school grounds is not allowed.

The care of children Y6 classes ceases to be the responsibility of the school at the end of the school day. Children should have clear instructions from parents as to their collection or the

arrangements for walking home by themselves. Everybody is expected to exit the school grounds promptly.

Any children attending extra-curricular activities must safely assemble in the designated area for said activity. Parents will collect their child from the Acre Road entrance at the end of the club session. The person responsible for the club will release each child to the designated adult. If there is a delay in a child being collected, they should return to the office and inform the office staff.

KS1 pupils attending After School Club will be collected from their classroom by a member of ASC. KS2 pupils attending ASC will walk round to the ASC and be registered.

### **Notes**

- Parents should provide and update emergency contact numbers.
- Emergency closing: Parents should note that the governing body might not be in a position to allow children into the school building / playground because of an unforeseen emergency. Parents will be informed of these closures through text a parent / radio / correspondence.
- Parent should contact the school in the event that there is a change to usual collection arrangements.
- Children will not be released to parents if it is not safe to do so, for example if a parent is using a mobile phone.
- For safety reasons, the school has a no wheel policy on the school site and therefore children are not permitted to use skateboards, rollerskates, scooters or bikes on school grounds.
- Bikes and scooters are not permitted through the Acre Road entrance. These are to be taken away or left in the front garden at the owner's risk.

### **Spring 2025**