

Arrival and Departure of Children

The schools arrival and departure policy has been adopted to support the safety and well-being of our children. Our School will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each day.

Arrivals

Children should not arrive at school before 8.15am, unless prior arrangements have been made with staff. Children are in the care of and are the responsibility of their parents or those who bring them to school until the school doors open or a teacher is in the playground (8:30am). Parents and children should enter the school via the Worrall Road entrance due to the potential dangers of Upper Belgrave Road. On arrival to school, children will drop off their belongings and sit quietly if they arrive before 8:30am. If a child enters school after 8:30am, they will drop off their belongings in the school building and join the other students on the playground with a member of staff. Parents can speak to members of staff at anytime before school starts to ensure that pupil's welfare is given high priority.

At 8:45am, students will line up in the playground, enter the school and go to the appropriate registration room. Members of staff will take the register. Any children arriving at school after 8:45am will push the buzzer at the school entrance and wait for a member of staff to open the door. A member of staff will contact student's parents if they are not at School by 9:30am and prior arrangements have not been made. This will ensure that parents and staff know where children are at all times.

Early departures

Early departures must be pre arranged by parents/carers with staff members. If the child is to be collected by someone other than the parent/carer, this must be indicated to staff before collection. Parents/carers will collect children from the main school entrance.

Departures

School finishes at 3:35pm (Juniors) and 3.40pm (Seniors). Parents/carers are expected to pick up their children promptly after school. Permissions and arrangements for children leaving the school at the end of the day will be a matter for discussion between the school and parents/carers, based on the understanding of a child's age, maturity and previous experience. Parents are invited to make their preferences known as some parents wish their children to walk home alone. Parents should park their cars on Worrall Road as there is less traffic and it is the safest option.

No adult other than those known will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await his or her advice.

If the parent/carer or alternative nominated adults know they are going to be late to collect their child, school staff must be informed. If the designated adult has not arrived at school by 3:45pm, a member of staff will call all contact numbers on record to arrange pick up. A member of staff will remain with the child at school until he/she is picked up.

Members of staff will be in the playground after school to ensure student safety and meet with parents.

A member of staff will supervise students travelling home by taxi each afternoon. This staff member will ensure that children get into the correct taxi. If taxis have not arrived by 3:40pm, students will be taken back into school and the relevant taxi companies will be called.