



Arrivals and Departures Policy

Review Date	Reviewer	Adopted	Implementation
September 2018	S Bendelow	September 2018	September 2018
September 2019	S Baronet	January 2020	January 2020
September 2021	S Baronet		

At Diamond Hall Junior School, part of the North East Learning Trust, we aspire to be 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.



Aim of the policy

The aim of the policy is to ensure that all children arrive and leave safely when they are attending Diamond Hall Junior 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.

Admissions

All children are signed in and out of the school if they arrive late or are taken early for an appointment. The signing in and out books are held in reception. This book is dated, with the child's name, who is bringing or collecting the child and the reason for collecting or dropping off.

All the children must answer to their name on the register when it is called for morning registration and when it is called for afternoon registration. The teacher will look at the child when they speak to confirm they are in. This ensures the correct child has answered when their name has been called. The register is opened at 9am. It is closed at 9:30am. Children enter the school building via the doors on the yard. These are monitored by staff. The doors close at 9am. Any children who miss the doors must enter school via the office. These children will be signed in as they are late. The reason for the lateness is logged and entered onto SIMS. Any child who arrives after 9:30am will be marked 'U' unless a valid reason is given. (See attendance policy).

When the parent/carer signs the child in late they also received a receipt/slip to say they have arrived at school late. **(Lateness is monitored by school and Attendance 100)** After the electronic register has been completed and updated by office staff, a list of children not in school is collated. First day responses will be carried out.

The class teacher also completes their fire register. In the event of an alarm, the fire register will be taken by the class teacher when the building is evacuated. A call of names will be completed in the evacuation area. Fire registers are also taken to assemblies and PE lessons.

Arrivals

The yard is open from 8:30am. A member of staff is present on the yard from 8:45am. Another member of staff is positioned by the MUGA. Parents should be with their child until the whistle is blown at 8:50am. On this whistle, children should line up in their class. Each year group has an allocated area to line up. All teachers will be on the yard at 8:50am to collect their class.

Parents /carers are allowed on the yard.

No Pets are allowed on the yard. No bicycles/scooters should be ridden on the yard by children or adults.

If a parent or carer would like to speak to a member of staff, they can approach the member of staff who is on the yard. From this discussion, an appointment can be made to speak to the class teacher or if a meeting needs to take place straight away, the parent will be directed to reception, where they can be signed in and meet with whoever is appropriate to deal with the situation.

Issue No:	2	Quality Document Type:	Policy
Date:	1/03/2019	Ref:	DHJA/ARRIVALS&DEPARTURES POLICY
Document Author	S Wilson		

If a parent would like to pass a simple message to the class teacher, there are curriculum support staff at the doors who can take a message and pass it on to the relevant person. If a child is late and misses the doors they must be taken to the reception where they will be signed in.

If a child does not attend, a first day response is carried out. **It is the responsibility of the parent/carer to inform school if their child is not attending for that day.** First day response is carried out if a reason has not been given to explain why a child is not in school.

Departures

The school day finishes at 3:15pm. There are allocated collection areas for each year group.

Each class teacher will lead their children onto the yard and stand near to the collection point. **Parents are asked to stand in the area as this allows staff a clearer view, so they can see who is there to collect.**

Children will tell the class teacher who they can see, and the parent/carer will wave to this adult. After the wave has taken place, the child will be released into the care of the adult. **Only adults identified on the contact form will be allowed to collect from the yard.** If there is a change in collection routine, then the parent must inform the office on the day of the change. A child will not be allowed to leave the yard with an adult who is not on the contact form.

Staff will wait on the yard with all the children. If a child is not collected by 3:25pm, they will be taken to reception where they will be met by a member of the curriculum support staff. This member of staff will wait with the child until an adult collects them. The child will be signed out by the adult clearly stating their relationship to the child.

The class teacher will pass on any safeguarding information to the member of staff on duty e.g., if the child is not allowed to be collected by a certain individual. (This is following safeguarding procedures).

If a parent/carer would like to speak to a member of staff, they can wait until all children have been collected before approaching the teacher or make their way to reception where an appointment can be made.

There are always staff on both doors to ensure parents cannot enter the building. If a parent does need to enter the building to speak to staff, they must be signed in at reception.

Parents of year 5 and 6 children who would like their child to walk home must complete the appropriate section on the contact form to allow this. **All year 3 and 4 children must be collected by an adult. An adult is someone over the age of 16years.**

We would recommend that if a parent/carer is picking up more than one child they are to collect the younger child first then the older child.

Gates

Gates are opened at 8:30am and then locked at 9am. They are then not unlocked until 3pm. Parents are allowed onto the yard from this time. There are two entrances/exits which parents

Issue No:	2	Quality Document Type:	Policy
Date:	1/03/2019	Ref:	DHJA/ARRIVALS&DEPARTURESPOLICY
Document Author	S Wilson		

can use. Parents are advised to stand in the allocated year group areas, so children know where to look to identify the adult who is collecting them.

Breakfast club and Afterschool clubs

Breakfast club

Breakfast club starts at 8:15am. Children must be brought via reception by an adult. From here, they will go to the community room where breakfast club is held. All children will be signed in at reception then in the main school hall. If there was a fire alarm, the members of staff in charge of the breakfast club will take the register to the evacuation area where it will be called. The members of staff in charge of breakfast club will also ensure all the children are safely evacuated from the building.

After breakfast club, the children are then taken to their teaching areas.

After school clubs

After school clubs take place on different evenings throughout the week. They finish at either 4:15pm or 4:30pm. Each member of staff who organises a club must take a register of attendance. If a child is not present and no reason has been given, then a phone call to the parent/carer will take place to find out where the child is. It is the responsibility of the parent/carer to inform the member of staff organising the club if their child will not be attending. Children are collected for clubs at 3:05pm and taken to the hall where they are collected by the member of staff who runs the club at the end of the school day. If a child is not attending the club and the parent/carer is waiting on the yard to collect them, they will be directed to reception where they will need to sign the child out of the club. There is a specific book for signing out children who are expected to be in a club.

All children must be collected from an after-school club by an adult. (Over 16 years)

Children who leave the building over a lunchtime.

If a child is collected during a lunchtime, they will be signed out at reception identifying the adult who is taking them. They will then be signed back into the building when they return after lunch. If a child is late back into school, this will be marked as late on the register. (This will be monitored by the LA and Attendance 100).

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

Issue No:	2	Quality Document Type:	Policy
Date:	1/03/2019	Ref:	DHJA/ARRIVALS&DEPARTURESPOLICY
Document Author	S Wilson		