Castle Bromwich Junior School

Where together we can learn, work and succeed.

Arrivals and Departure Policy

Date – April 2025

Reviewed by – Trist Timms

Review date – April 2026

Arrivals and Departures Policy

At CBJS we aim to teach the children to do the best they can, so that they learn the most they can, and develop academically, socially and physically to be as happy and as healthy as they can.

This policy is part of the school's policies for safeguarding 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

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.

Records of daily registers are kept by the school for the recommended years by Local Authority.

Members of the school leadership team will be on duty on the main playground during the opening times for arriving in the school, from 8.35am – 9.00am each day. Staff will open the doors from 8.45am. In Y3 information can be shared between home and school at the beginning of the day. Parents in other year groups who need to pass a message to their child's class teacher can do so by calling the main office, DOJO to the teacher or speaking to the member of SLT on the playground.

Teaching staff will be available in classrooms to greet the children and ensure a good start to the day. On arrival, a member of staff will record the child's attendance in the daily register, which closes at 9.10am, children arriving after the gates have closed MUST come into school via the front reception door and register with staff in the office

Any children not accounted for by 9.30 am, office staff will endeavor to contact parents/carers to ensure the child is ill and unable to attend and has not 'dawdled' on way to school, ensuring parents and school know where children are at all times.

Looked After children [LAC] and children with Child Protection [CP] plans who are absent will be notified to the Head Teacher (or Deputy Head Teacher in her absence) as a matter of priority. The parent/carer of children attending other schools for alternative provision will be asked to notify us if the child is going to be absent as well as informing the alternative provider.

The school will inform the attendance officer of any child who has unsatisfactory attendance[below 90%] and a pattern of non-attendance on certain days of the week. **Gates**

The main gates to the playground will be locked at 8.55am. The main pedestrian gate at the front of the school will be used during the day to restrict access and protect the staff and children.

At 3.20pm the main gates will be unlocked and will be re-locked at 3.45pm when the majority of the children have left the premises. The main car park gates will remain closed but unlocked for staff to exit the site. Parents/carers and

children are not allowed to use the main car park gates at any time without prior permission **Departures**

Teachers in Y5 and 6 will escort their classes to the Y6 doors at the end of the school day. Pupils are all told if their parents/adult isn't there to collect them they are to return to the door to stand by the teachers. Any

child remaining with the staff when the doors close will be taken to the school office. Pupils will then be taken to the after school club where there will be a charge to parents – after 3.40pm
Teachers in Y3 and 4 walk their classes onto the playground and hand their children to their parents or child minders. Parents who have other arrangements and allow their child to leave the school premises unaccompanied must put this in writing to the school. The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time.

If the children are to be collected by someone other than the parent/carer that we are aware of, this must be indicated to a member of office staff before 2.45pm. The adult nominated to collect a child must be one of those named by the parent. Only adults – aged 16 years and over, will be authorised to collect children.

All children must be collected from after school clubs by an adult unless written permission is given for the child to walk home.

No adult other than those named 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 their advice. If a child is to be collected before the end of the school day, the school is to be notified on the same morning. On arrival to school to collect the child the parent/carer will report to the office staff. The child will then be brought, by staff, to the reception to be taken home by the parent/carer.
If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If no one arrives to collect a child and the parent cannot be contacted within half an hour of the end of the school day, the school will contact social services to inform them we have an uncollected child on the premises.