



Policy adopted:	May 2019
Next review:	May 2022
Approved By	Board of Governors

New Park Primary Academy

Arriving and leaving school Policy

Our school will give a warm and friendly welcome to each child on arrival and ensure that they leave safely at the end of each session. This policy forms part of our approach to safeguard all children at New Park.

Arriving to school at the start of the day

- The school gates will open at 8:30am
- Parents/carers are responsible for the children they bring to school until the child enters the school building
- Parents/carers should not leave their children in the playground unaccompanied before 8:45am. If children are in Years 5 or 6, they may be left unaccompanied in the playground, but this is at the discretion of the parent/carer. The school is not responsible for the children until they have entered the school building
- Children who attend Breakfast Club should be escorted by their parent/carer into the breakfast club room where they will be met by a member of staff and signed into the register
- Staff will be on duty in the school playground by 8:45am to collect the children in their classes. The children will then be escorted into the building by school staff
- If children arrive between 8:45 and 9am, they should walk to the KS1 or KS2 building entrance, where staff will greet them and take them in for registration
- Children arriving after 9am should be taken to the school office by their parent/carer and signed into the late book
- On arrival in the classrooms, teaching staff will record the child's attendance in the register
- The parents of any children not accounted for when the register is submitted at 9am will be contacted by school and an explanation sought for their child's absence
- The Designated Safeguarding Lead will be notified if there any child protection concerns with a child who is absent

Gates

- All gates to the playground will be locked at 9am
- The main gate will be opened at 11.45am to enable parents to collect their children from Nursery and it will be locked again as soon as possible thereafter
- All other gates will remain locked throughout the school day

Leaving school at the end of the day

- KS2 staff will escort their classes onto the school playground at 3.15pm.
- KS1 classes will be brought down to the KS1 entrance where they will be released to parents.
- EYFS children will be handed over directly to parents at their classroom doors.

- Staff will remain in the playground until 3.20pm to ensure that each child is collected by a parent or a nominated adult. All children not collected are brought back into school where they will wait by the school office with a member of school staff.
- If a child is not collected by 3.30 p.m. and the school has been unable to contact the parents or a person listed as a contact, the child will be taken to the school after-school club and the Designated Safeguarding Lead will be notified. Parents will be charged for the after-school session.

Parental permission for collection of their child by another family member or adult

- Permission and arrangements for children leaving the school at the end of the day will be confirmed in writing by the parent/carer. A separate form must be completed for each child in a family.
- An adult nominated to collect a child must be one of those named by the parent. 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 immediately and the child will not be able to leave until staff are satisfied that it is safe for them to do so.
- In an emergency, parents may contact school to inform them that a person who is not on the collection list is collecting their child. This will only apply to that particular day. If they are going to collect the child again, they must add the nominated person to the collection list.
- Siblings or other family members must be aged 16 years or over to collect children from school.
- Only children in Year 5 and 6 are allowed to walk home alone and parents must give permission in writing.
- All children must be collected from after school clubs by an adult unless the child is in Year 5 or 6 and written permission has been given for the child to walk home.