

Ormesby Primary School

Arrivals and Departures Policy



Issue Date:	May 2021
Reviewed:	April 2023
Author:	Mrs Michelle Loughran



IRONSTONE ACADEMY TRUST

Safeguarding Arrangements for Children Arrival and Departure from School

Introduction

The Senior Leadership Team monitor the safeguarding arrangements for your children, and this includes their arrival at school and when they leave at the end of the school day.

Please read the following information regarding arrival and departure procedures, as it reflects our current school policy. If you have questions regarding the operation of this policy please speak to a teacher in your child's Year Group.

Breakfast Club

Parents or Carers must see children safely into Breakfast Club, handing them over to the Breakfast Club staff in person. You will need to come into school via the Henry Taylor Court entrance, as all other gates will still be locked at 8.00am.

Not all children who use this facility are regularly booked in, therefore we have no mechanism to accurately inform parents or carers if they have failed to arrive safely. Parents must not drop children in the Car Park, or roads around school. For your information, the earliest 'Request for an Explanation of Absence phone call' (First Day Contact) will be made at 9.15am after registration has closed.

School Arrivals

School gates on Ormesby Bank and Church Lane are opened at 8:35am.

There will be one member of staff on each playground and one member of staff on each entrance from 8.40am. They are not there to supervise all of the children, but are present to be a friendly face and a point of contact for any queries or questions. They will intervene if any children are playing in an unsafe manner.

Please note that the children are not allowed to play on the Trim Trail or play Football before school starts.

All pupils remain the responsibility of their parents and carers until they enter school at the start of the day, as per the times below. Families should ensure appropriate supervision for their children until this point, and also at the end of the day. This must be an appropriate individual aged 16+ for children in all year groups, apart from Year 5 and Year 6.

Nursery FS1 morning session 8:45am to 11:45am. Nursery FS1 afternoon session 12:30pm to 3:30pm.

Reception FS2 morning sessions 9:00am to 11:55am and afternoon session 1:00pm to 3:00pm.

Year 1 and Year 2 morning session 9:00am to 11:55am. Year 1 and Year 2 afternoon session 1:00pm to 3:00pm.

Year 3, Year 4, Year 5 & Year 6 morning session 8:50am to 12:00pm.

Year 3, Year 4, Year 5 & Year 6 afternoon session 12:55pm to 3:00pm.

Parents are, therefore, asked to accompany their child onto site and stay with them until the Year group doors are opened and they enter school.

Absence

If your child(ren) are absent please inform school ASAP. If we have received no prior contact we will contact you at 9.15am to ensure your child is safe. We contact the parents of children in our older classes first.

School Departures

School gates are opened at 2.45pm. Parents are asked to collect their child(ren) from the classroom doors, where staff hand over children to recognised adults (above 16 years of age). With parents prior arrangement, Year 5 and 6 children are allowed to leave unsupervised. (Please see the Independents Arrivals and Departures Policy for more information).

Variations to this Policy

Special arrangements are occasionally made for individual pupils, classes, or for the whole school. These may include for events, visits, adverse weather or Government instruction. This will be done with the agreement of the Head teacher.