Arrivals

- It is the responsibility of staff to ensure that an accurate record is kept of all children in school.
- Any arrival or departure to and from the premises is recorded on the school MIS system.
- All parents/carers must sign out when children are taken from the premises earlier than the usual sessions.
- When a child arrives late parents/carers must sign children in and a record is made of this by office staff. Our registration time is 8:45 – 9:00 a.m. Children who arrive after this are late.
- Any child later than 9:30am is marked absent.
- Records of daily registers are kept by the academy for 6 years.

Gates/entering school

- We offer supervision on the school premises from 8:45 a.m. Children enter the yard through the pedestrian entrance.
- Children walk straight into the school building.
- At 9.00 a.m. the gate will be locked and all latecomers must report, WITH PARENTS/CARERS, to the main entrance where a staff member will supervise the child to the classroom.

Nursery and Reception Classes

- Nursery and Reception each have their own entrance for arrivals and departures.
- Teaching staff will be in classrooms to greet the children and ensure a good start to the day. On arrival, a member of staff will immediately record the child's attendance in the daily register.
- The nursery door will close promptly to ensure staff can supervise the children in the building. Any children late for nursery must enter through the main entrance.

Departure

- Permission 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 an understanding of a child's age, maturity and previous experience.
- Most children will be collected by a parent or carer.
- If a child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff before collection. The adult nominated to collect a child must be one of those named by the parent.
- Parents/carers are invited to make their preference known for Upper Key Stage 2 children as some parents wish their children to walk home alone by signing a walk home agreement. The school reserves the right to refuse permission for a child to walk home alone depending on the distance and any concerns of the school.
- Parents/carers who wish their younger child/ren to walk home or be collected by an older sibling should discuss this with Headteacher first. The school reserves the right to refuse permission for a young child to walk

home alone or with a sibling depending on the distance and any concerns of the school. Advice from the NSPCC will be shared with parents.

- Any child/ren collected before the end of the daily session must be collected by an adult and signed out at the school office. Evidence of medical appointments or other reason to leave will be required.

- We encourage parents to collect all children from After School Clubs. If parents of Upper Key Stage 2 children wish their child to go home unaccompanied, school requests that this is confirmed with the teacher or school office prior to the club.

- 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.

- For children in Nursery, Reception, Years 1, 2 and 3, staff will accompany children to exits and ensure that children are collected by designated relatives. Any child not collected within 10 minutes will be brought back into school.

- For Years 4, 5 and 6 children staff will accompany the children onto the yard and oversee the exit of the class.

- All children are regularly reminded of procedures in the event of an adult not being on the yard to collect them.

- If the parent/carer or alternative nominated adult is going to be late to collect their child, school must be informed of this immediately.

- If the designated adult is late picking up their child without prior warning, children are brought back into school.

- If children are not collected after 15 minutes, school will make every attempt to contact a known relative of the child.