

NORMANBY PRIMARY SCHOOL

ARRIVALS AND DEPARTURES POLICY

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Author:	Kathryn Pentney

Safeguarding arrangements for children:

Arrival and Departure from School

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.

Sunshine Club

Parents or Carers must see children safely into breakfast club, and collect them from after school club.

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.

Children must be pre-booked into Afterschool Club to ensure that they can be collected from their classes and a register is then taken at the start of each session. Again school will contact families if children are not present.

School arrivals

Normanby Primary School is supportive of families and children who walk or cycle to school; promoting their activities is an effective way to increase physical activity and bring environmental improvements to the area.

School gates are opened at 8.40am.

A member of staff from each year group will be present near their year group entrance from 8:50 am, their purpose is not to supervise all pupils but to act as a friendly face and a point **of contact** for parents and carers to ask questions or share concerns.

All pupils remain the responsibility of their parents and carers till 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. For pupils in Year 5 and Year 6, if a parent or carer is not present, your child will be responsible for their behaviour whilst on the school premises either before or after school. Parent and carers may be asked to supervise Year 5 or Year 6 pupils if school has concerns regarding unsupervised behaviour.

Parents and Carers are responsible for ensuring their child attends school regularly. Parents in Year 5 and Year 6 should consider if their child can be reasonably expected to walk to school alone based on a range of factors and risks such as: rivers, ditches, ponds, speed of traffic and fields of vision for the pedestrian, cyclist or motorist.

Families are given opportunity to inform us of their arrangements for children in these Years in September of Year 5.

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 3.05pm. Parents are asked to collect their child(ren) from the playground (reception children are collected from the outside classroom door) where staff hand over children to recognised adults (above 16 years of age).

An appropriate individual aged 16+ should collect children at the end of the day.

For pupils in Year 5 and Year 6, parents may choose to vary this arrangement, allowing their child to walk home independently. This must be confirmed in writing to the Head. Should there be concerns around your child leaving school independently, the school may ask you to collect them for a period of time.

School times

Sunflower Nursery/Nursery FS1 morning session 8:40am to 11:40am. Nursery FS1 afternoon session 12:25pm to 3:25pm.

Reception FS2 morning sessions 8.50am to 11:50am and afternoon session 12:50pm to 3:20pm.

Year 1 and Year 2 morning session 8.50am to 12:05pm, afternoon session 1:00pm to 3:20pm.

Year 3, Year 4 morning session 8.50am to 12:15pm, afternoon session 1:00pm to 3:20pm.

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.

Year 5, Year 6 morning session 8.50am to 12:20pm, afternoon session 1:05pm to 3:20pm.

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.

Mrs Kathryn Pentney
Head Teacher
November 2023