

Arrivals and Departures Policy (guidance note)

In order to support you in developing your own arrivals and departure policy please consider this guidance note for the purpose of the policy and the key areas to consider.

Admissions

* How are children signed in and out of your premises?
* When does the register open/close?
* How are children to be received if they are late?
* How are children formally accounted for?
* How are any issues regarding their well-being and welfare managed on arrival/departure?

Arrivals

* How many staff are on the yard?
* What time is entrance on the yard?
* Are timings staggered for key stages?
* Who is allowed on the yard? E.g. (parents, carers NOT ANIMALS)
* If parents wish to speak to a member of staff, how would they do so?
* What time is the school bell?
* What happens if children are late?
* How are children greeted/taken into school?
* Who does head count/last check?
* What happens if your child doesn’t arrive?
* What is your school attendance procedure?

Departures

* What time is the end of the school day?
* What happens for each key stage?
* Where do parents stand/collect?
* What happens if a parent is late/doesn’t turn up?
* What happens if a child leaves/can’t find parent etc (expectation of the child)
* What happens if parents want someone else to collect the child/child going for tea somewhere?
* What happens if parents want to speak to a member of staff?
* What are your missing children protocols?
* What if a parent wants a child to walk home alone?
* What happens if a parent wants an older sibling (14) to collect?
* Does your school/setting have a password process?
* What are your systems regarding a child/parent needing to re-enter the building e.g. toilet, missing item of clothing etc?
* What happens if you have children in different key stages e.g. who is collected first?

Gates

* When are the gates open/closed?
* Which exit should each key stage use?
* Where can parents park/stand?
* What should parents/children do if the gates are open/unlocked?

Breakfast clubs/Afterschool clubs

* How are procedures different?
* What is expected of children?
* What is expected of parents?
* How are children signed in and out?
* How are headcounts/checks done?

**Please ensure that this information is recorded in your induction policy or school handbook for parents and also explicit on your website. Please also link this to parental expectations on your school site.**