

Through all of its policies, Wellstead Primary School aims to provide:

A caring, family ethos in which all children can flourish.

Excellent standards of teaching which enable all children to achieve their full potential.

A curriculum which builds enthusiasm for learning and equips children for the next stage of their education.



## **Wellstead Primary School**

### **Arrivals and Departures Policy**

#### **Statement of Intent**

At Wellstead Primary School, we are committed to providing a warm, caring and safe environment for all of our children so that they can learn and play in a relaxed and secure environment. This policy is part of the school's policies for safeguarding children and should also be read in conjunction with the school's attendance policy.

#### **Aims and Objectives of this Policy**

This policy will set out the expectations on the school, parents and children with regard to ensuring the children's safe arrival and departure from school.

#### **Arrivals**

It is the responsibility of all members of staff to ensure that an accurate record is kept of all children in school and that any arrival or departure to and from the premises is recorded in the School Office. Similarly, when a child arrives late, parents must report to the School Office.

Records of daily registers are kept by the school for the recommended years by Local Authority.

Members of staff will be on duty at all of the entrance gates during the opening times for arriving in the school (from 8.30am – 8.50am each day). Parents will leave their children at the school gate and will not be allowed to cross the playground to get to the other side of the school. This is to ensure the playground is a secure area for the children to wait in before staff open their classroom doors at 8.40am. Between 8.30am and 8.40am the children may wait with their friends on the main playground and they will be supervised by staff on a rota basis.

Teaching staff will be available in classrooms to greet the children and ensure a good start to the day. On arrival, a member of staff will record the child's attendance in the daily register, which closes at 9.00am. Children arriving after the gates have closed **MUST** come into school via the front reception door and register with staff at the 'late station'.

For any children not accounted for by 9.30am, office staff will endeavour to contact parents/carers to ascertain why the child is not in school.

Looked After Children [LAC] and children with Child Protection [CP] plans who are absent will be notified to the Head Teacher (or Deputy Head Teacher in their absence) as a matter of priority.

#### **Gates**

The main entrance gates to the school will be locked at 8.50am. The main pedestrian gate at the front of the school will be the only gate used during the day to restrict access and protect the staff and children.

At 3.15pm, the entrance gates will be unlocked and will be re-locked at 3.40pm when the majority of the children have left the premises. The main car park gates will remain closed but unlocked for staff to exit the site. Parents/carers and children are not allowed to use the main car park gates at any time.

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## Departures

Teachers will dismiss their children from their classroom door at the end of the school day. Children will only be handed over to an adult known by the class teacher or the child's sibling who must be at least of secondary school age.

If the children are to be collected by someone other than the parent/carer, this must be indicated to a member of staff before 2.45pm. Parents can mention this to a member of staff at the gate in the morning, by placing a message in their liaison book or by telephoning the School Office. The 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/carer immediately and await their advice.

All children must be collected from after school clubs by an adult unless, for children in Years 5 or 6, written permission is given for the child to walk home (see below)

If a child is to be collected before the end of the school day, the school is to be notified on the same morning. On arrival to school to collect the child, the parent/carer will report to the School Office. The child will then be brought, by staff, to the School Office to be taken home by the parent/carer.

All children not collected within 10 minutes of the end of the school day are to be brought to the School Office by the teacher or member of staff. If the parent/carer or alternative nominated adult is going to be late to collect the child, staff must be informed of this. If no one arrives to collect a child and the parent cannot be contacted, within half an hour of the end of the school day, the school will contact Social Services to inform them we have an uncollected child on the premises.

## Children walking to and from school on their own.

There are no laws around age or distance of walking to or from school.

Parents are legally obliged to ensure their children get to school and attend regularly but this in itself does not disallow independent travel. However, as a school we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

Our agreed school policy is that only children in **Years 5 and 6** are allowed to walk to or from school.

There is no set age when children are ready to walk to school or home on their own. It very much depends upon their maturity and confidence. Therefore, as regards pupils in Year 5 and 6, we believe that you as parents need to decide whether your child is ready for this responsibility. In deciding whether your child is ready to walk to school, you should assess any risks associated with the route and your child's confidence.

Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness. There are lots of ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently.

Walking to school is a great opportunity to learn road safety skills. The best way to do this is to walk with your children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence to deal with traffic and way finding on their own, in preparation for walking with friends or alone when they are older.

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Teach your child to:

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Always cross at the intersection where there are traffic lights; do not cross in the middle of the road. Alternatively cross in a place where you can see clearly in all directions. Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.
- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour). And if that person tries to convince him to go with him or tries to physically get close to him, then scream, "Help! This is not my Dad!" or "Help! This is not my Mum!" and run away. If they grab them, tell your child to kick, punch and hit as hard as they can.

When deciding whether your child is ready for this responsibility you might want to consider the following:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road-safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they didn't want to do (scream, shout, kick, fight)?
7. Would they know what to do if they needed help?
8. Would they know who best to approach to get help?

If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own.

If you decide that your child is ready for this responsibility then you must inform the school by letter or by completing the slip below. Your child will be prevented from walking home unless this permission has been given in writing.

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Permission for pupils to walk to and from school unaccompanied

Person with parental responsibility to complete and return this reply slip to school as soon as possible.

Name of child: \_\_\_\_\_

Year 5          Year 6 (please circle the appropriate year group)

- I wish to inform you that my child will be walking to/from school on regular basis.
- I will notify you immediately should this arrangement change.
- I have read and understood the guidelines, systems and reasonable precautions set out in the 'Policy on safeguarding pupils walking to and from school alone'.

Signed \_\_\_\_\_

(Name of adult - print) \_\_\_\_\_

Date: \_\_\_\_\_

Last reviewed:	October 2016
Date of review:	
Date due for review:	