



WEST HESLERTON C.E. SCHOOL

SCHOOL ARRIVAL AND LEAVING POLICY

West Heselton School reflects Christian attitudes and values ensuring that all pupils become co-operative and responsible members of a moral and spiritual society.

We encourage everyone to become self-motivated, independent people with the confidence to achieve their full social and academic potential.

As part of a wider, caring community, working in partnership with families, the church, its parish and diocese, we provide opportunity and encouragement in a positive but disciplined way.

Arrival Procedure

- At the start of each school day, a member of staff will aim to unlock the door, unlock the gate and be on duty on the playground from 8.30 am. In the event of bad weather, a member of staff will be on duty in the school hall from 8.30 am.
- At 8.45 the school bell will be rung and the gate will be locked.
- Children should line up in year groups on the playground or in the hall as appropriate.
- Any children arriving after the bell at 8.45am must be escorted to the school office by an adult, as the playground gate will be locked, and no supervision available. An adult will need to sign the child in and school staff will ensure lunches etc. have been organised. Children arriving after 8.45 will be given a late mark in the register. Children arriving after 8.55 will be marked absent for the session unless a prior message has been received.

Parents should:

- Ensure their child arrives at school between 8.30 and 8.45am.
- Phone school in the event their child will be late or absent.
- Sign their child in at the school office in case of arriving late.
- Contact the school office with messages or queries please.
- Follow the above procedure.

Staff should:

- Lock gates at 8.45.
- Complete all registers at the start of each day and report absent pupils to the office by 9am.
- Office staff will phone parents/carers.
- Follow the above procedure.

Pupils should:

- Ensure they are registered in school.
- Follow the above procedure.

Leaving Procedure

- At the start of the school day, a leaving register will be taken to establish how each child will leave.
- At the end of the school day, the school bell will be rung by a monitor.
- Children will line up on the playground in class groups to be dismissed.

- The person on school transport duty will collect all appropriate children and allow them to board the transport.
- Children attending clubs will be sent by staff from the playground to their club.
- Children in Keeper Wood will be dismissed from the playground by a member of staff, if written permission has been granted by the parent/carer allowing them to leave without an adult.
- Parents will collect their children from the class lines.
- In cases of extreme weather the above procedure will take place in the school hall.
- At the end of clubs, children will be dismissed from the school front door by a responsible adult.
- Any children remaining uncollected after 3.30pm, or 15 minutes after the end of their club, will be escorted to the school library and staff will check the answer phone and / or endeavour to contact parents/carers.
- In the event of the parent being out of contact or the non-collection of a child, the Educational Social Worker will be contacted from 4pm for those attending in regular school hours. For those pupils staying for activities after hours, these procedures will be followed 30 minutes after the end of the activity.

Parents should:

- Ensure their child knows each day how they are going home and with whom.
- Phone school in the event they will be late in collecting children.
- Inform the school office of any changes in usual routines please.
- Provide permission for their child, if in Keeper Wood class, to leave school at the end of the day unaccompanied, should they feel this appropriate for their child.
- Follow the above procedure.
- Sign their child out in the school office, if leaving early.

Staff should:

- Complete the leaving register at the start of each day.
- Consult the register to see how each pupil will get home, with whom and at what time.
- Follow the above procedure.

Pupils should:

- Know how, with whom and at what time they are going home.
- Not leave the premises without an adult unless permission has been received by the school office and they have been dismissed by a member of staff.
- Follow the above procedure.

Other links:

- Security Policy
- Attendance Policy

Reviewed by staff:

Summer 2016

Date of next planned review:

Autumn 2018