



## Lakeside Nursery and Primary Academy

### **Arriving and Leaving School Policy**

This policy is part of the school's policies for safeguarding children.

Our school will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

### **Arrivals**

It is the responsibility 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 Office. Similarly, when a child arrives late, parents must report to the Office.

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

Children should not arrive at school unsupervised before 8.30am. If they are seen onsite prior to this time, for their safety, they will be taken to the Early Bird Breakfast Club and parents will be charged for this care. Members of staff will be on duty at the school gates, from 8.30am – 8.40am each day. Staff will open the class room door from 8.30am. Any information which requires a more in-depth conversation with a staff member will need an after school meeting with the appropriate adult. Parents/ carers should make an appointment at the office or directly with the member of staff.

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 8.45am. Children arriving after the gates have closed MUST come into school via the front reception door and register with office staff.

For any children not accounted for by 9.30am, office staff will endeavour to contact parents/carers to ensure the child is ill and unable to attend ensuring that parents and school know where children are at all times.

Looked After children [LAC] and children with Child Protection [CP] plans who are absent without reason will be notified to the Academy Head or another DSL as a matter of priority. The parent/carer of children attending other schools for alternative provision will be asked to notify us if the child is going to be absent as well as informing the alternative provider.

The school will inform the KITE Inclusion Officer of any child who has unsatisfactory attendance [below 95%] and a pattern of non-attendance on certain days of the week.

## **Leaving School**

Teachers will dismiss children from their classrooms. All children in Years Nursery to Year 5 must be collected by a parent carer or nominated person. All children from Reception to Year 6 not collected within 10 minutes will be taken to the front office.

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. The adult nominated to collect a child must be one of those named by the parent. If older siblings are nominated to collect a child in Years Reception to Year 5, they must be 13 years and over. In Nursery, siblings or other carers nominated to collect the child must be over 18.

All children must be collected from after school clubs by an adult. For Y6 children, written permission must be given for the child to walk home alone.

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.

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 office staff. The child will then be brought, by staff, to the office to be taken home by the parent/carer.

If the parent/carer or alternative nominated adult is going to be late to collect their 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 take the child to the After-School Club. Parents will be charged for this service.

## **Walking To and From School**

Although there is no legal age set for children to walk to and from school, at Lakeside we feel that only children in Year 6 will be permitted to walk to and from school unaccompanied by an adult. This will need to be authorised through written permission from parents/carers. It is the responsibility of parents/ carers to educate their children of the safest routes and crossings to use on the journey and we advise that the children are well prepared for this before they start walking unaccompanied.

The school reserves the right to revoke this decision should a child bring the school's name into disrepute



**Permission for pupils to walk to and from school unaccompanied**

Person with parental responsibility to complete and return this reply slip to school otherwise your child will not be permitted to leave school unsupervised.

Name of child: .....

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 'Arrivals and Leaving School Policy'.

Signed: .....

Date: .....

Name (Print): .....