



Entry and Exit Policy

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Review Frequency	Every two years
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Author	S Hill
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Arrival and collection of children in Nursery

The arrangements for bringing children in to the setting are:

- The main nursery door is opened at 8.40am for the morning session and 12.15pm for the afternoon session. The door is supervised by a member of staff, who will greet each child.
- Parents/carers will bring their child into Nursery and help them hang up their coat in the cloakroom. In cases where the child is struggling to settle, parents may be asked to wait for a few minutes, in case the children becomes distressed.
- Children and adults arriving on bikes and scooters, should dismount them once they reach the school gates to avoid accidents. Bikes and scooters are stored outside of the nursery door, at the parents/carers' own risk.

The procedures for collecting children are:

- Doors open at 11.30am for the morning session (parents/carers can collect up to 11:40am) and 3:05pm for the afternoon session (parents/carers can collect up to 3:15pm).
- The main door is supervised by a member of staff. The parent will be allowed into the classroom to collect their child (children will be seated on the carpet with a member of staff). The member of staff on the carpet will hand them over to their adult.
- We only permit authorised adults to collect a child from the nursery unless we have already received verbal or written permission for another named adult to do so (we will accept telephone permission in the case of emergency situations). The collection register specifies the adults that can collect each child.
- We only release children into the care of an adult over the age of 18 unless they are the parent or legal guardian.
- If an authorised adult cannot collect the child, the parent/carer should contact the office to inform them, prior to collection. A yellow note will be completed by the office staff. Office staff will tell the teacher who the slip is for and ensure the child is aware/child notified verbally that there is a slip. The office staff member will then clip the yellow slip into the red end-of-day register. End-of-day registers should be kept in the top desk drawer or an agreed place if there is no drawer.
- The child's safety will be the primary concern at all times and if school have not been informed of a change of collection, the child will not be handed over.
- At the end of the day, once all pupils have been collected, the caretaker is responsible for locking the outer Nursery Gate (Attlee Road).

Arrival and collection of children in Reception and Key Stage One Classes

The arrangements for children entering and leaving the setting are:

- The playground gates are opened at 8:45am. Teachers take their classes in from the playground at 8.50am for a 9am start.
- All children must be brought to school by an adult who stays with them until the staff are supervising. Staff on the school gates will ask adults to accompany their child into the playground.
- Reception and Key Stage One parents should supervise their child until they are in the class line, where the class teacher assumes responsibility for the child.
- Children remain the responsibility of their parent/carer until the class teacher collects the line.
- Children and adults arriving on bikes and scooters, should dismount them once they reach the school gates to avoid accidents. Bikes and scooters should be stored in the bike rack outside of the Year 6 classroom.
- Children must not bring in their own balls or use any of the school outdoor equipment while waiting to go into the building to ensure the safety of all adults and children as well as school equipment.
- If parents chose to enter the school premises before the class line is collected at 8.50am, they must be aware that they are responsible for their child's behaviour and safety until he/she is handed over to the member of staff.
- Please be aware that if children are not adequately supervised and the child's behaviour is inappropriate, parents will be asked not to bring their child until the doors are opened at 8.50am
- All children in Reception and Key Stage One must be collected by a named adult or a responsible person over the age of 16. The collection register specifies the adults that can collect each child.
- If there are any changes to the collection arrangements or an unfamiliar adult comes to collect a child, they will not be handed over unless this has been arranged with the parent and school staff prior to the end of the day.
- If an authorised adult cannot collect the child, the parent/carer should contact the office to inform them, prior to collection. A yellow note will be completed by the office staff. Office staff will tell the teacher who the slip is for and ensure the child is aware/child notified verbally that there is a slip. The office staff member will then clip the yellow slip into the red end-of-day register. End-of-day registers should be kept in the top desk drawer or an agreed place if there is no drawer.
- Please be aware that all children become the responsibility of the adult collecting them once they have been handed over by a staff member – even when they are still on school premises. There will be staff out on the playground during this time.
- **No child is allowed to leave school before 3pm, without being collected by an adult – for any reason.**

Arrival and collection of children in Key Stage Two Classes

The arrangements for children entering and leaving the setting are:

- The playground gates are opened at 8:45am. Teachers take their classes in from the playground at 8.50am for a 9am start.
- It is recommended that all children are brought to school by an adult who stays with them until the doors are opened by a member of staff. However, Key Stage Two children are able to come and go from school alone if permission has been given.
- Children remain the responsibility of their parent/carer until the class teacher collects the line.
- Children and adults arriving on bikes and scooters, should dismount them once they reach the school gates to avoid accidents.
- Children must not bring in their own balls or use any of the school outdoor equipment while waiting to go into the building to ensure the safety of all adults and children as well as school equipment.
- If parents allow their child to walk to school alone and enter the school premises before 8.50am, please be aware that there are no staff members available to supervise the children or ensure their safety. Therefore, every child remains the responsibility of their parent until this time.
- Please be aware that if children are not adequately supervised by the adult bringing them to school or children who arrive early and alone behave inappropriately, parents will be asked to ensure their child does not enter the school premises before 8.50am. Although children in Key Stage Two are able to walk home independently, if written permission has been given from the parent/carer, if a child is on the collection register to be collected, they must be collected by a named adult or a responsible person over the age of 16. The collection register specifies the adults that can collect each child.
- **No child is allowed to leave school before 3pm, without being collected by an adult – for any reason.**
- If there are any changes to the collection arrangements or an unfamiliar adult comes to collect a child, they will not be handed over unless this has been arranged with the parent and school staff prior to the end of the day.
- If an authorised adult cannot collect the child, the parent/carer should contact the office to inform them, prior to collection. A yellow note will be completed by the office staff. Office staff will tell the teacher who the slip is for and ensure the child is aware/child notified verbally that there is a slip. The office staff member will then clip the yellow slip into the red end-of-day register. End-of-day registers should be kept in the top desk drawer or an agreed place if there is no drawer.
- Please be aware that all children become the responsibility of the adult collecting them once they have been handed over by a staff member – even when they are still on school premises.

Arrival and collection of children attending breakfast and after school clubs

The arrangements for children entering and leaving the setting are:

- Breakfast club is a paid provision which begins at 8:05am.
- After school clubs begin at 3.15pm.
- All bookings for both breakfast club need to be made 24 hours in advance unless an emergency.
- After school clubs all have a maximum number of pupils that can attend. Places will be allocated to children upon return of consent from parent/carer. Children must attend an after school club if they have been allocated a place, unless the parent/carer informs school they are not attending that week or notifies the school that the child no longer wishes to attend the club.
- All children need to be brought to the main reception for breakfast club where they will be greeted by a staff member at 8:05am.
- The children will then be taken to their classroom by a member of staff at 8.55am.
- Those children attending an after school club will be collected from their classrooms by a staff member and taken to the main hall, where they will be supervised and organised into the appropriate club group. They will be collected from the hall by the staff member who is running the club.
- The majority of after school clubs finish at 3:45pm (some clubs run until 4pm). All children should be collected by an adult from an after school club or may walk home if consent has been given.
- If there is an emergency and parents/carers are unable to make arrangements to collect their child and request that children should walk home alone, please be aware that the parent/carer is fully responsible for the safety of their child once they have left the school building.
- It is the responsibility of the adult running a club to dismiss the children and ensure that a known adult is there to collect them
- We would not expect children younger than Year 3 to walk home themselves after a club. Each club will have a register stating if the pupil is able to walk home alone or if they are being collected.
- If an authorised adult cannot collect the child, the parent/carer should contact the office to inform them, prior to collection. A yellow note will be completed by the office staff. Office staff will tell the teacher who the slip is for and ensure the child is aware/child notified verbally that there is a slip. The office staff member will then clip the yellow slip into the after school club register.

Arrival and departure of children returning from school trips

- If children return from a school trip after 3.15pm, parents should collect their child from the main hall. It is very difficult for staff to manage releasing some children to parents as they get off the bus and to ensure others remain together to go back into school. Therefore, it is important that all parents support the teachers to follow the arrangements that they have put in place to ensure the safety of all children – all children should return into the school building.
- any changes to pick-up arrangements whilst children are out on a school trip will be collated by the office staff on yellow slips and clipped to the end of trip register which states who is walking and who is being collected and by whom. This register will be on a red clip board and will be left on the worktop in the office area next to the safeguarding team display board.

Arrival and Departure of Staff, Parents and Volunteers

Arrival and Departure of Staff, Parents and Volunteers

- The doors are unlocked by a nominated person and the alarm is deactivated.
- Cleaning staff are on site each morning.
- Staff are able to arrive at the building any time from 7.00am onwards and are expected to be present at work for their contracted start time.
- Any volunteers attending the setting are asked to arrive promptly for 8.30am.
- If for any reason parents need to enter the school building, they will need to go through the main office and be signed in and out.
- Visitors will be escorted to their destination by a member of staff.
- All visitors, students and volunteers will need to sign in at the main office and will receive a badge to wear.
- All staff need to sign in and out using the school's electronic system.
- If members of staff leave the school at lunch time they will be required to sign out & in again on their return, the same applies if a member of staff leaves school to attend a course or training.
- All staff, visitors and volunteers should ensure they only park in allocated spaces in the staff car park. Staff should be mindful to ensure access is available for any emergency service vehicles or deliveries to school.

Other Information

- If parents/carers fail to collect their child from school on time, they will be supervised by a member of staff whilst the class teacher or office staff attempt to contact the parent, carer or another given contact. Whilst we understand that on occasion, there are situations beyond the control of parents/carers which may mean that a pupil is collected late for school. However, we ask parents/carers to be mindful that most support staff and teaching staff are contracted until 3:30pm.
- A member of SLT or an experienced member of staff opens the playground gates each morning and remains on the gate until the gate is locked at 9:00am. A member of staff is also stationed on each external door until all children have entered the school building, when the doors are locked.
- If children arrive or are collected late for school on a regular basis, this will be addressed with parents/carers. If a child is open to another agency (e.g Social Care, Early Help etc), the named worker will also be informed.
- Parents can enter the premises via the front or playground gates. The front gate remains unlocked for the whole day. However, the playground gates are unlocked between 8:40am and 9am, then locked until 2:45pm, when they remain open until approximately 3.30pm.
- Parents are not permitted to enter the main car park to drop children off unless an arrangement has been made with the school office or HT/DHT (e.g disability access, child being transported from out of area etc).
- Please do not park on any of the zig zag lines outside the school entrances as this poses a significant Health and Safety concern around the safe arrival and departure of our children.
- No dogs (including puppies) are allowed on the school premises even if they are being carried by their owners.
- The school operates a no smoking policy (including vaping) anywhere on the premises.