

# **Bankfields Primary School**

# **Arrival and Departure Policy**

**Date: September 2025  
Review: September 2027**

### **Arrival and collection of children in Nursery**

**The arrangements for bringing children into the setting are:**

- The main nursery door is opened at **8.40am** for the morning session and **12.20pm** for the afternoon session. The door is always supervised by a member of nursery staff.
- The children are welcomed into the nursery by a member of staff and are supervised whilst settling in and hanging up their coats. In cases where a child is struggling to settle, parents may stay to help if we feel that this would be beneficial to their child.
- We **DO NOT** allow any child to be let into the Nursery without a member of staff being made aware of his/her arrival and children **MUST** be handed directly to a member of staff.

**The procedures for collecting children are:**

- The **morning session ENDS at 11.40am** or **3.20pm for the afternoon session** and children must be collected on time.
- The main door is supervised by a member of staff. Children are handed over to parents/carers by a member of the nursery staff and parents can chat to a member of the team if needed.
- We **ONLY permit the authorised adults** (adults who have been added to the main contact list held by the school office) 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).
- We **ONLY** release children into the care of an **adult over the age of 18** unless they are the parent or legal guardian of the child.
- All parents must ensure that all contact details held by the school are up to date with the school office.
- In an emergency situation, where the authorised adult cannot collect the child, the person who does collect the child will need to provide evidence that he/she has the authorisation of the parent/carer. The child's safety will be the primary concern at all times and if proof cannot be provided, the child will not be handed over.
- If for any reason parents need to enter the main 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

### **Arrival and collection of children in Reception and Key Stage 1 Classes**

**The arrangements for children entering and leaving the setting are:**

- The main doors open at **8.40am** for an **8:50am** start.
- All children must be brought to school by an adult who stays with them until the doors are opened by a member of staff.

- Parents should hand their child over to a member of staff at the door and only enter the premises if invited to by a member of staff.
- Children and adults arriving on bikes and scooters (including E-Scooters), must 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 indoor/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 doors open 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** must be collected by a named adult over the age of 18. 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
- **All children in Key stage 1 (Years 1 and 2)** must be collected by a named adult or if requested, a responsible person over the age of 16. 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
- 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.
- If a child is not collected by a parent/carer at 3:20pm, they will remain with their class teacher until 3:30pm, whilst the office attempt to make contact with parents. After this time, the child will be taken to a member of SLT, who is on duty that day, where they will remain until 4pm whilst the office continue to try to make contact with parents. At 4pm, if contact cannot be made with parents or any of the emergency contacts held by school to arrange for the child to be collected, then social care will be contacted via Redcar and Cleveland Multi-Agency Children's Hub.

### **Arrival and collection of children in Key Stage 2 Classes**

**The arrangements for children entering and leaving the setting are:**

- The main doors open at **8.40am** for an **8:50am** 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, we acknowledge that some parents allow their children to walk to school alone on a morning to develop their independence.
- Key stage 2 parents, should leave their child at the door once the member of staff has opened it, and only enter the premises if invited to by a member of staff
- Children and adults arriving on bikes and scooters, must 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 indoor/outdoor equipment while waiting to go into the building to ensure the safety of all adults and children as well as school equipment
- Only children in **Years 5 and 6** are allowed to walk home alone **if** they have written permission from parents.
- If a parent/carer gives permission for a **Year 5 or 6** pupil to walk home, this information must be shared by the parent with the school office via the online consent form on Parent Mail. Children in Years 5 and 6 will only be allowed to walk home alone where permission has been given by a parent/carer.
- **Children in Years 3 and 4** must be collected by an adult or, if requested, a responsible person over the age of 16. If parents allow their child to walk to school alone and enter the school premises before 8.40am, please be aware that there are no staff members available to supervise the children or ensure their safety. Staff contracted hours are from 8.30am, and from this time, their role is to set up for the days' lessons. Although there are often staff around from 8.30am this cannot be guaranteed until 8.40am. Therefore, every child remains the responsibility of their parent until this time when they are handed over to school staff.
- 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 8.40am.
- If a child is not collected by a parent/carer at 3:20pm, they will remain with their class teacher until 3:30pm whilst the office attempt to make contact with parents. After this time, the child will be taken to a member of SLT, who is on duty that day, where they will remain until 4pm whilst the office continue to try to make contact with parents. At 4pm, if contact cannot be made with parents or any of the emergency contacts to arrange for the child to be collected, then social care will be contacted via Redcar and Cleveland Multi-Agency Children's Hub.

### **Arrival and collection of children attending breakfast club**

**The arrangements for children entering and leaving the setting are:**

- Breakfast club is a paid provisions which begin at 8am.
- All bookings for breakfast club need to be made 24 hours in advance unless there is an emergency.
- All children need to be brought to the main reception for breakfast club where they will be greeted by a staff member and registered.
- The children will then be taken to their classrooms by a member of staff at 8.40am

### **Arrival and departure of children attending extra-curricular clubs or returning from school trips**

- 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.
- Children in year groups below Year 5 cannot walk home by themselves after a club. Please ensure that the person running the club knows if your child is able to

walk home on his/her own, also let them know if you/ usual carer are unable to collect your child so that we can let them know

- We recommend that parents always collect their child from an after school club or event. However, if parents request that children walk home alone, (Key stage 2 only) please be aware that the safety of the child is the parents' responsibility once they have been dismissed by the staff member
- If children return from a school trip after 3.20pm, **parents will be asked to collect their child from their classroom door**. 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.

### **Arrival and Departure of Staff, Parents and Volunteers**

#### **Arrival and Departure of Staff, Parents and Volunteers**

- The doors are unlocked by the caretaker and the alarm is deactivated. Staff are able to arrive at the building any time from 7.30am onwards and are expected to be present at work for 8.30am
- Any volunteers attending the setting are asked to arrive after 8.30am when a member of staff is present
- 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 systems either in the main office (West building) or at the nursery entrance (East building)
- 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
- There are 2 staff car parks for the school, one located at the main entrance and the other at the nursery entrance. All staff, visitors and volunteers should ensure they only park in allocated spaces and not at the sides of the road to ensure the safety of all children

### **Other Information**

- Parents can enter the premises via the front or rear gates. The front gate remains unlocked, but closed, for the whole day. However, the rear gates and reception class gates are locked between 9am and 9.15am. They are unlocked again at 3pm until approximately 3.30pm
- Parents are only permitted to enter the main car park in exceptional circumstances through prior arrangement with the Headteacher.
- 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. This is also regularly monitored by Traffic Wardens.
- No dogs are allowed on the school premises **even if** they are being carried by their owners.
- The school operates a no smoking/vaping policy anywhere on the premises.
- Mobile phones are not to be used in the school building unless this has been agreed prior to an event.



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