

St Patrick's Catholic Primary School



Arrivals and Departures Policy

Date: December 2024

Review Date: December 2027

St Patrick's Primary School

Arrivals and Departures Policy

We strive for excellence within a caring and diverse community, nurturing the Catholic faith, respecting each other, living, working and growing together as part of God's family.

St Patrick's School recognises that the safe arrival and departure of the children in our care is paramount.

The school will ensure that an accurate record is kept of all children in the Nursery, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition, we conduct regular headcounts during the sessions.

Escorting children to the Nursery

- The school and the Nursery keeps an identical paper copy of the electronic register during all sessions
- Two members of staff will escort the children to and from the collection point in school

Arrivals

☑ Our staff will greet each child warmly on their arrival at the Nursery and will record the child's attendance in the daily register. Parents/carers wishing to enter the Nursery with their child must first sign in. No adults will be allowed to enter the Nursery unless they are the known parent/carer of the child. Parents/carers must inform staff in advance either by phone or in writing if a different person is dropping off or collecting their child. If children's start times are 8.00am, 8.30am and 9.00am, the drop off point is through the black gate via Stoneydown Park. If a child's start time is 12.30pm, their drop off point is the pedestrian gate, beside the school office on Longfield Avenue where they will be collected by a member of the Nursery staff. Nursery children who finishes at 11.30am are collected via the Year 3 & Year 4 gate on Longfield Avenue. Children who finishes at 6.00pm will be collected via the school office.

If parents/carers wish to collect their child during the day they must come to the main school office to collect their child.

Departures

- Children can only be collected by an adult who has been authorised to collect them on their registration form
- No child will be handed over to anyone other than the known parent/carer unless an agreement has been made at the time of arrival or the parent/carer contact the school during the child's session. A password system will be put in place and anyone other than the designated parent/carer will be asked the security questions and password. If in doubt, we will verify the person by ringing the child's parent/carer
- The parents/carers must notify the school if they will be late collecting their child. Prompt collection of children is highly recommended as parents will be charged for late pick up. Longer than 15 minutes delay will trigger the **Uncollected Children** policy