



DAWPOOL

Dawpool C.E. (Aided) Primary School

Arrivals and Departures Procedure 2024



Vision Statement

'The Dawpool community are united in their ambition to create a school which embodies the person, love and work of Jesus Christ: a school which enables Christian values to flourish and where all children may experience the abundant life that Jesus offers.'

*'The Fruit of the Spirit is Love, Joy, Peace, Patience,
Kindness, Generosity, Faithfulness, Gentleness
and Self-Control'*

(Galatians 5: 22-23).

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This procedure 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 day.

Arrivals

The opening times for arriving in the school are **8.45am – 8.55am** each day.

Please do not arrive before 8:45am.

Children should not to be left unsupervised on the school playground before 8.45am.

At 8.45am, the school doors will open. Staff will be present to greet pupils and direct them into the school building.

Pupils in Y1 and Y3 should pass through the 'wooden gate' and enter the school building via the conservatory entrance on the main playground and go directly to their classroom where they will be met by a member of staff. Pupils in Y4, Y5 & Y6 should enter school via the library entrance off the little playground and go directly to their classroom where they will be met by a member of staff. Pupils in Foundation 2 and Year 2 should cross the main playground and enter their classrooms via the doors in the F2 outdoor area. In accordance with EYFS recommended practice, F1 and F2 parents may accompany their child to the classroom door where they will be met by a member of staff.

The start of the school day is a busy time for school staff. If parents wish to pass a quick message to their child's class teacher, a message may be left with the member of staff on duty. Alternatively, please inform the school office and they will pass the message on. If you wish to make an appointment to see your child's class teacher, please arrange this with the school office and the member of staff will contact you at the earliest convenience (please also refer to the school's Communication Protocol).

The doors on the main playground will **close at 8:55am**. On arrival at the classroom, a member of staff will record your child's attendance in the daily register. Children arriving after 8.55am must come into school via the front reception door and register with staff at the school office.

Registers are marked by **9:00 am**. If children arrive in class after this time, they will receive a late mark in the register (code L).

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In line with recommendations from the Department for Education (DfE), registers will close at **9:10am**. If children arrive after this time, they will be recorded as having arrived after closure of registers (code U). This counts as an unauthorised absence for that session.

If your child is absent from school, please inform the school office by **9:00am** using the pupil absence line: 0151 648 3412 (option 1). On your child's return to school, you must provide a written explanation for the absence.

The school strictly monitors absence and lateness. The Local Authority will be informed of persistent attendance and lateness issues and may wish to pursue their own investigation of the causes (please also refer to the school's Attendance Policy).

Child safety is paramount. To ensure that our pupils are properly safeguarded, we enforce the following procedures:

- The pedestrian gates to the playground will be locked at **9.00am** and will reopen at **3.20pm** for school departures.
- The gates to the school car park will be locked before the start and end of the school day.
- Parents, carers, child-minders, or anyone else dropping off or collecting children must not park in the car park under any circumstances at any time of day.
- Dogs must not be brought onto the school premises (except guide dogs and assistance dogs).

Departures

F1 and F2 classes finish school at **3:25pm**. All other classes finish at **3:30pm**. All classes are escorted outside by a member of staff who will be on duty in the playground until **3.40pm**.

Pupils in F1, Y4, Y5 & Y6 will be dismissed onto the small playground by the Dawpool ship. Parents and carers should wait in this area.

Pupils in F2, Y1, Y2 & Y3 will be dismissed onto the large main playground. Parents and carers should wait in this area.

We ask parents not to allow younger siblings, or pupils who have been dismissed, to play on the trim trail on the large playground.



Staff will not dismiss pupils until they are satisfied a parent and carer is in attendance, or permission has been granted for a pupil to leave the premises alone (Y5 & 6 pupils only).

All children not collected within 10 minutes are brought into school and taken to the school office.

If a child has not been collected from school, we will contact the parent/carer. If a child has not been collected by **3:45pm**, we will enrol the child in the after-school club and parents will be charged accordingly.

If the child is to be collected by someone other than the parent/carer, this must be indicated to the school office before **2.45pm**. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children. 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 reception to be taken home by the parent/carer.

Walking Home Alone

There are no laws around age or distance of walking to and from school. A families' guide to the law states:

"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school."

Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. However, as a school we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

Pupils in Foundation Stage, Years 1, 2, 3 and 4.

Our school policy is that no pupil in Foundation Stage or Years 1, 2, 3 and 4 should walk to or from school on their own or be left on their own on the school premises either before or after school. In addition, we will only hand over pupils to named adults or older siblings provided they are 16 years old or above. Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement. We also ask that you keep us informed of any changes in arrangements, preferably by letter. If no one turns up to collect a child in these year



groups they will be kept in school and parents contacted. We will not allow older brothers or sisters in school to collect younger siblings.

The Pre-School (Foundation Stage 1) has its own collection arrangements which are shared with parents.

Pupils in Years 5 and 6

There is no set age when children are ready to walk to school or home on their own. It very much depends upon their maturity and confidence. Therefore, as regards pupils in Years 5 and 6, we believe that you as parents need to decide whether your child is ready for this responsibility.

In deciding whether your child is ready to walk to or from school, you should assess any risks associated with the route and your child's confidence. Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness.

There are lots of ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently. Walking to school is a great opportunity to learn road safety skills. The best way to do this is to walk with your children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence to deal with traffic and way finding on their own, in preparation for walking with friends or alone when they are older.

Teach your child to:

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Always cross at the intersection where there are traffic lights; do not cross in the middle of the road. Alternatively cross in a place where you can see clearly in all directions. Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.
- Never follow someone who is either a stranger or someone they know but is



not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour).

When deciding whether your child is ready for this responsibility you might want to consider the following:

- Do you trust them to walk straight home?
- Do you trust them to behave sensibly when with a friend?
- Are they road safety aware?
- Would they know what to do if a stranger approaches them?
- Would they have the confidence to refuse to do what a stranger asked?
- Would they know the best action to take if a stranger tried to make them do something they didn't want to do (scream, shout, kick, fight)?
- Would they know what to do if they needed help?
- Would they know who best to approach to get help?

If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own.

If you decide that your child is ready for this responsibility, then you must inform the school by completing the form on page 7. Your child will be prevented from walking home unless this permission has been given in writing.

The school reserves the right to prevent a child from walking to and from school alone if there are concerns regarding the pupil's safety and/or behaviour.

If at any time you need to change arrangements you have made, please ensure you let us know in writing immediately.

The policy for 'Arrivals and Departures' will be reviewed annually.

Revised January 2024.



Parental consent for child to walk to and from school alone

Person with parental responsibility to complete and return this page to school

Name of Child: _____

Year Group: _____ (Year 5 or 6 only)

I wish to inform you that my child:

Please Tick

1. Will be walking **to school alone** at the start of the day
2. Will be walking **home alone** at the end of the day
3. Will be leaving the school gates unsupervised at the end of the day, but will be met by an adult in an agreed location

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Please state location:

Signed _____ Parent / Carer

Date _____