

# Ightham Primary School



## Arrivals and Departures Policy

Review Details:

Next Review Date	March 2023
Committee responsible	Full Governing Body

Version	Ratified by	Date	Signed
2:2	Full Governing Body	3 <sup>rd</sup> March 2022	

## Arrivals and Departures

Ightham Primary School recognises that the safe arrival and departure of the children in our care is paramount. Please note that this policy is limited to the core times within the school day and does not deal with arrivals and departures from Breakfast Club, IMPs or extracurricular school clubs.

The School will ensure that an accurate record is kept of all children, and that any arrivals or departures are recorded during the school day. The register will be kept in an accessible location on the premises at all times.

### Before School

- Children **MUST NOT** arrive at school prior to 8.35am and the *duty of care* remains with the parent/carer until this time.
- Upon arriving at school, all children must go to the top playground or the EYFS playground (in the case of Reception children).
- If parents are driving, the Recreation Ground car park **MUST** be used to park. It is not acceptable to the School for parents to “drop off” in Oldbury Lane or to park on the main school car park. The only exception to this is if the driver (or a passenger) is registered disabled.
- It is the expectation of the school that the parent/carer or another suitable adult brings the child to school in Reception Class to Year 4 inclusive. Children in Years 5 and 6 may come to school independently, and this is at the discretion of the parent/carer.
- The bell will be rung on the school playground at 8.50am and it is the expectation that all children are in school by this time.

### After School

- Staff will dismiss children directly to parents/carers or another suitable adult on the top playground/EYFS playground at 3.20pm. The School must be informed by the parent/carer prior to the end of the school day if another suitable adult is to pick up their child. This must be done from the school playground.
- The School will **NOT** release children to an adult that they do not know (for example, a taxi driver).
- Children in our care will **NOT** be dismissed to anyone under the age of 18 as they are not deemed to be an adult by UK law.
- Parents/carers may write to inform the School that they give permission for their child to go home by themselves in Year 5 and Year 6 only.
- At the point the child has been dismissed to the parent/carer or another suitable adult, the parent/carer/suitable adult in question has the *duty of care* and the School does not. In the case of Year 5 and Year 6 children, where parents have given permission for their child to go home by themselves, the *duty of care* is with the parent from the point of dismissal onwards.
- Parents may only park in the Recreation Ground car park; they may not pick up from Oldbury Lane or the main school car park, unless the driver (or passenger) is registered disabled.