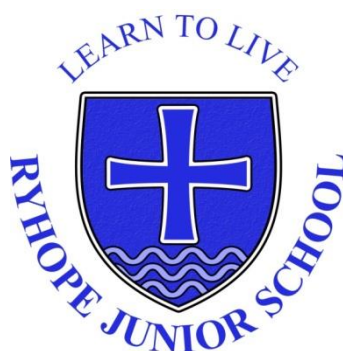


Ryhope Junior School



Arrivals and Departures Policy

Signed: *Stefanie Watson*

Position: Chair of Governors

Signed: *[Signature]*

Headteacher

Reviewed: September 2025
Next Review: September 2027

Arrivals and Departures

The school's Arrival and Departure Policy is part of the school's policies for pastoral care and safeguarding.

Arrivals

Children are received into school between 8.40 am and 8.50am. A member of staff is on duty at the Western Hill gates from 8.40am. and the children come into school from this time. Parents and other adults may bring their children onto the school premises, near to the Western Hill gates, but are not allowed to follow the children into school. Children who use the pedestrian entrance by the car park gates must keep to the path which runs alongside the service road.

A member of staff will be on duty at the gate until 8.50am, to welcome children to school and receive any messages from parents and carers. After this time any late arrivals must report to the school's main entrance where the office staff will record their lateness.

If any children are not accounted for, the office staff will attempt to contact parents following the school's set procedures.

Breakfast Club

The school is open from 8.00am for children who wish to attend the Breakfast Club, or 7.30am for our pre-bookable early option. Children are admitted to school via the hall doors at the back of the school and registered in by staff. At 8.30am the doors are closed and from this time onwards the usual procedure for admitting children into school comes into effect. Breakfast Club children go into class from the hall at 8.40am. Any Ryhope Junior School children found outside the school before 8.30am are brought into school in order to ensure their safe keeping. Parents are notified if their child arrives at school very early.

Departures

Owing to the age of our pupils the decision on how pupils get home at the end of the school day is at the discretion of individual parents. There are three alternative arrangements for children leaving school at the end of the school day. Firstly, some children, with written permission from their parents, walk home on their own.

Secondly other parents choose to collect children themselves or to authorise another adult to do so. All pupils remain the responsibility of their teacher until they are collected and any parents who wish to speak with the class teacher are asked to wait for a few minutes, until the teacher has safely dismissed all children.

Lastly, some parents arrange to meet their children outside of the school gates. Children are reminded regularly that if an adult has not arrived at the end of the day to collect them then they must report to the teacher who is on duty at the Western Hill gates. All staff must be vigilant with regards to uncollected children who may be waiting at the outer gate. (See Policy for Uncollected Children)

On occasions the school is notified if the child is to be collected by someone other than the parent/carer. This information must be shared with appropriate members of staff before the child is collected. Office staff will also send a confirmation text to the parent if another person is to collect the child, in order to verify this information.

If a child is to be collected during the course of the normal school day they must be collected by the parent/carer or named adult. Only adults – aged 16 years and over – may collect children during the course of the normal school day.

After-School Childcare

All children who attend after-school childcare and events must be collected by a parent, carer or nominated adult.

No adult, other than those named, will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent or carer immediately and await their advice.

If the parent or carer or alternative nominated adult is going to be late in collecting their child, staff must be informed of this. If the designated adult is late in picking up their child without prior warning, the provisions of the Policy for Uncollected Children will be activated.

Exceptional Circumstances

There are circumstances which may prevent normal arrival and departure procedures being implemented for an individual child for a particular reason. Alternative arrangements must be agreed with the Headteacher or Deputy Headteacher.