

# Arrivals and Departures Policy



**Approved by:** Debra Thwaites

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# Arrivals and Departures Policy

## **Statement of Intent**

Staff at Ronald Tree Nursery School will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

## **Attendance**

It is the responsibility of the Head Teacher to ensure that an accurate record is kept of all children in school, and that any arrival or departure to and from the premises is recorded. Registers are kept in the Reception Office and will be amended as children arrive and depart.

Attendance is recorded on the pupil record in the school's SIMS database and accordingly is shared with NCC and passed on to the pupil's next school. Manual registers are retained for the current academic year plus three years.

## **Arrival**

It is important that children arrive on time for each session. Arriving late disrupts the settling process at the start of the session and can upset other children. During the Covid 19 situation we staggered the arrival and departure times for children to make the process safer for everyone and we may return to this based upon our current risk assessment. Arriving at the agreed time and maintaining a social distance from other queuing parents is strongly encouraged.

If the time we have asked you to bring and collect your child does not fit in with the times for dropping off and collecting older children from other schools please speak to reception and we will try to allocate a different time for you.

On arrival, a member of staff will immediately record the child's attendance in the register.

## **Departure**

It is also important that children are collected on time. Children can become very upset or distressed if they see others have been collected and they are left at school.

Parents are asked who will normally be collecting their child from school during the home visit. A list of these authorised people is kept in reception and used each day at collection times. These authorised people may be parents, other family members or regular childminders.

If the child is to be collected by someone different then the parent must notify reception staff (at the start of the session). We will require the full name, a contact telephone number and a password to be used by the adult so we can verify their identity when they collect. Please tell reception (01536-514240) these details in good time. We will not allow children to be collected by anyone under the age of 16. If the school has not been notified of someone different collecting a child, they will not be allowed to leave until contact has been made with the parent or carer.

Parents must arrive to collect their child at the appointed time. We know that occasionally parents are delayed by traffic or an unforeseen circumstance. If the parent/carer (or alternative nominated adult) is going to be late to collect their child, the school must be informed as soon as possible. Whether or not the parent or nominated adult has contacted the school, if they are more than 5 minutes late you will be liable to a late collection charge of £5 for every five minutes. If the designated adult is late in picking up their child without prior warning, the provisions of the Lost or Uncollected Child policy will be activated.

### **Absence**

Attendance at nursery school is non-statutory, but regular attendance is still very important for your child's development, for setting routines and for preparing them for primary school. If a child is going to be absent from a session, parents must notify the school on the first day of absence, and continue to ring in with updates on your child's health each day. This is vitally important in the current Covid 19 situation. If a child is absent without explanation, staff will contact parents/carers to find out the reason for this.

Debra Thwaites, Head Teacher

15<sup>th</sup> September 2021