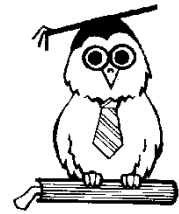


West End Primary School

Arrival and departure arrangements September 2025 Review September 2028



Policy statement:

- The Staff and Governors recognise and accept their responsibility to provide a safe and secure environment for children, employees and visitors.
- Where appropriate, the Staff and Governors will seek any necessary expert advice to determine arrangements.
- The Governing Body will provide staff with enough resources, information and training to implement procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

Aims:

Ensure arrangements at West End Primary School support the school in meeting the aims of the safeguarding/child protection policy and health and safety policies.

This policy outlines requirements, procedures and expectations in regard to the dropping off and collecting of children at the start and the end of the day and also arrangements for collection during the school day. This policy should be implemented in line with the school attendance policy and procedures, cluster policy and LCC guidance.

Travelling to School

Please arrive promptly for drop off and collection to avoid unnecessary congestion at the school site.

As the vast majority of our pupils live within walking distance of school, families are strongly encouraged to walk to school. For those families using cars please ensure you do not stop outside of the school on the yellow lines. Additional traffic and parked cars around school pose a serious unnecessary risk to children as well as additional congestion.

Illness

If your child is unable to attend school due to illness, parents must inform the school office by 8:30 am through the Parentmail App to log the absence.

Once registers close, the office will begin to contact parents of absent children who have not contacted school to ensure they are safe.

Start times and arrangements

All classes begin school at 8.45am and doors will close for registration at 8.50am.

- Any children arriving after 8.50am must come to the school office for registration.
- If a child arrives late in bad weather (heavy snow) circumstances no late mark will be given.
- Staff will be out on the school site to support children as needed.
- The roads can be very busy and parking spaces limited. We advise parking a short distance from school and walking to ensure safety for all.
- At the start of the day KS1 and reception children will be greeted at the classroom door/class outside area by a member of their staff team.
- At the start of the day, KS2 children will line up on the lower playground so they are visible to staff outside. They will then be collected by their class teachers and will walk up to class together.

Finish times and arrangements

All classes finish the school day at 3.15pm

- KS1 and Reception children will be released to adult/older siblings as requested on the permission form
- Year 3 and 4 children will be supported, if needed, by a member of staff to look for their agreed adults / older sibling on the school site. To help this process, we ask for those who are collecting Year 3 or 4 children to wait on the lower playground, school field or along the external fence in sight of the member of staff supporting children.
- Children in Year 5 and 6 will be reminded of their arrangements (independently leave school site or meet their adult on site supported by school staff if needed.)
- Children are reminded if they are expecting to be collected and their parent/carer has not arrived to return to a member of school staff.
- Children attending on site after school clubs or wrap around care will be reminded of their arrangements using the lists held in school (lists will be created using the most up to date information provided by parents)
- Staff are on hand after school to support children as needed.

We acknowledge there may be some circumstances in which families and school need to agree alternative procedures to those outlined above (e.g where a court ruling is in place). Please contact the school office if you wish to discuss these arrangements.

Parents will be asked to update their contact details and complete a going home arrangements form which gives permissions. See appendix 1 for Early Years & Key Stage 1. See appendix 2 for Key Stage 2.

Staff will not allow a child in KS1 or Reception to leave school with anyone other than those specified by parents.

If a child will be going home with any person other than those named on the consent to collect form or the emergency contact form, then parents must inform school ahead of time.

It is parents' responsibility to ensure all contact details are up to date. School will send out reminders to update information regularly

Clubs

If your child is attending a club it is automatically assumed they will be collected by a parent or one of the other named people with consent to collect at the end of the club. Please inform the school office if a child isn't attending a club they have signed up for. The school office will supply class teachers with an up to date clubs list.

Late collection/uncollected children

In the event of a child not being collected at the end of a session, the school wishes to cause as little distress as possible to the child and to the family; the school needs to ensure the health and safety of the child is not put at risk.

If a child is not collected at the end of a session the procedure will be as follows:

- The class register and the consent to collect forms will be checked for any information regarding collection of the child.
- Office staff will check if there has been any phone calls or emails that give notice of different arrangements.
- If no information is available, attempts will be made to contact parents/carers at home or at work as appropriate.

- If above is unsuccessful, attempts will be made to contact emergency numbers on the registration form.
- Attempts will be made to contact the parents/carers in any other reasonable way e.g. another parent.

Staff will not allow the child to leave school with anyone other than those specified by parents.

- If staff are in any doubt about the safety of the child, the child will remain in the care of the staff group (in this instance there will be two members of staff with the child at all times).
- The child will not be given food and drink that is known to cause allergies etc otherwise the child will be offered food and drink.
- If none of the above procedures are successful, Social Services may be contacted.

Collection during the school day

If children need to be taken out during the school day for medical appointments, parents should make the school office aware by email or telephone.

Parents will be buzzed into the school grounds and their child will be escorted by a school staff member to a meeting point.

Parents should also inform the office in advance of this so that class teachers are aware. If appointments are in the morning parents should inform the office of the lunchtime arrangements for their child to ensure that a meal is cooked for them if required. Parents will be asked to complete the necessary forms e.g. medical appointment or request for leave in exceptional circumstances forms found on the school website. These should be emailed back to school.

Any forms to support this can be obtained from the school office or are available in the forms section of the school website.

This procedure links with the following policies

Attendance

Missing and Absconding Children Procedures

KCSiE

Safeguarding and child protection policy

Appendix 1

Consent for collection form Early Years and Key Stage 1 – to be completed parentmail

Name of Child _____	DATE _____
Class _____	
<ul style="list-style-type: none">• Please complete the form to inform us of your child's usual going home arrangements.• Please ensure you inform us of any change in arrangements and keep your emergency contacts list up to date.	
Adults/older Siblings with permission to collect my child: 	
Wraparound provider (E.g. Night Owls / 567) with permission to collect my child and days they will collect 	

Appendix 2 - To completed on parentmail

Consent for collection form Key Stage 2: Y3/4/5/6

As a parent or carer

I have read the new arrival and departure policy and understand the changes that have been made to going home arrangements.

I will work with the school to remind my child of the school routines and inform them of the arrangements for home times. I understand that my child no longer has designated collecting named adults on school records. Where alternative collection arrangements have been made (E.g tea dates), I will make sure my child knows this in advance and, if I deem it necessary, will inform the school office.

YES/NO

I feel that my child is independent and responsible enough to leave the school site and follow the arrangements made by the family(e.g to find a parent parked a distance away from school, to walk home or go with a friend).

YES/NO

Nursery arrival and departure arrangements

Policy statement:

- The Staff and Governors recognise and accept their responsibility to provide a safe and secure environment for children, employees and visitors.
- Where appropriate, the Staff and Governors will seek any necessary expert advice to determine arrangements.
- The Governing Body will provide staff with enough resources, information and training to implement procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

Aims:

Ensure arrangements at West End Primary School support the school in meeting the aims of the safeguarding/child protection policy.

This policy outlines policies, procedures and expectations in regard to the dropping off and collecting of children at the start and the end of the day and also arrangements for collection during the school day.

Travelling to School

As the vast majority of our pupils live within walking distance of school, families are strongly encouraged to walk to school. For those families using cars please ensure you do not stop outside of the school on the yellow lines. Additional traffic and parked cars around school pose a serious unnecessary risk to children as well as additional congestion.

Illness

If your child is unable to attend due to illness, we do request that parents inform school via school email or telephone. The school office is open from 8.30 am – 4:30pm (0113 2582819) and the office staff can inform nursery.

Start of the day

The nursery doors open at 8.45am. Parents and carers will hand their child over to staff at the nursery door/entrance area where staff will accept the children and support them in organising their belongings and then moving into the main nursery room.

If parents/carers have a message or concern which needs passing on to the staff team for the day, they can verbally pass the message on at the door or contact the school office where a member of staff will help them.

End of the Session

Children will be passed directly over by a member of staff to the parent/carer collecting in accordance with the consent for collection form (Appendix 1). Staff will endeavour to ensure that your child is ready to go as promptly as possible. While your child is on the school site, the school rules apply. The adult collecting the child is responsible for them once they have been passed over by the school staff.

Parents will be asked to update their contact details and complete a going home arrangements form which informs staff which adults can collect a child in preparation for each school year.

The following protocols are in place for the end of the day:

Late Collection/Uncollected Children

In the event of a child not being collected at the end of a session, the school wishes to cause as little distress as possible to the child and to the family; the school needs to ensure the health and safety of the child is not put at risk.

If a child is not collected at the end of a session the procedure will be as follows:

- The class register and the consent to collect forms will be checked for any information regarding collection of the child
- If no information is available, attempts will be made to contact parents/carers at home or at work as appropriate.
- If above is unsuccessful, attempts will be made to contact emergency numbers on the registration form.
- Attempts will be made to contact the parents/carers in any other reasonable way e.g. another parent.

•Staff will not allow the child to leave school with anyone other than those specified by parents.

- If staff are in any doubt about the safety of the child, the child will remain in the care of the staff group (in this instance there will be two members of staff with the child at all times).
- The child will not be given food and drink that is known to cause allergies etc otherwise the child will be offered food and drink.
- If none of the above procedures are successful, Social Services may be contacted.

If a child will be going home with any person other than those named on the consent to collect form or the emergency contact form, then parents must inform school of this in person, by phone or by writing. (appendix 2)

Staff will not allow a child to leave school with anyone other than those specified by parents.

It is parents' responsibility to ensure all contact details are up to date. School will send out reminders to update information regularly and display signs to remind parents to do this.

Nursery Wrap Around Care

If a child has a place after school hours in our wrap around then they will remain in the setting after 3:15pm to access this provision. The provision hours are term time only:

3:15- 5:30pm Monday to Thursday

3:15- 5:00pm Friday

All policies and procedures regarding collection of a child from nursery wrap around are consistent with school policy outlined in this document.

Appendix 1

Consent for collection form

Name of Child	
Class	
<ul style="list-style-type: none">• Please complete the form to inform us of your child's usual going home arrangements.• Please use the additional space to inform us of any other person whom you given consent to take your child home at the end of the school day.• Please ensure you inform us of any change in arrangements and keep your emergency contacts list up to date.	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Other adults who may collect my child.	

Appendix 2

Change of collection arrangements

Date
Name of child and class
Change in going home arrangement
Signed