

Arrivals and Departures Policy

Date revised: September 2025

Date to be reviewed: March 2027

Edenbridge Primary School recognises that the safe arrival and departure of the children in our care is paramount. This policy outlines the processes and procedures that are in place to ensure that all children in our care arrive and depart school safely.

Gates

7.30 – 8.30am	Breakfast Club Arrival Adults must ring the buzzer for the gates to be opened.
8.35 – 8.50am 8.35am	<u>Morning Drop off Gates;</u> Pedestrian Gate, Double Gates and Side Gate are all opened. <i>Two adults are on duty for the Double Gates and two adults for the Pedestrian Gate.</i>
8.40 – 8.45am	Nursery, EYFS, KS1, KS2 Inner Doors are opened for children to enter the school building. There is an adult on each of these doors welcoming the children into school.
8:50am	All external gates are closed and locked.
12.15pm	Nursery Staff open the Nursery Gate for morning departures and afternoon arrivals, gate is staffed by a member of the Nursery Team. Gate is closed and locked once all children are in.
3.10pm	Pedestrian Gate, Double Gates and Side Gate are all opened.
3.30pm	All external gates are closed and locked.

All external doors with Paxton locks must be closed at all time; before, during and after school.

Meet and Greet

When children enter their classroom adults will meet and greet them verbally. Adults at Edenbridge know the importance of 'Eyes Up' to check on how a child is as they enter school/room.

Registers

Breakfast Club	Parents complete registration form Parents book via School Gateway Lists for session printed by Supervisor Children signed in by Supervisor
Fire Register	As children enter class, they are marked off on Fire Register daily

	Fire Register is taken with class when they move around school, e.g., PE lessons and play times
Morning Register	Morning Register completed on SIMS at 8.45am and saved by 8.55am Child must be seen to be registered Children not registered – Attendance officer checks reported absence and contacts parent / carer as per Attendance Policy if absence has not been reported. Home visits are completed if and when necessary.
Afternoon Register	Afternoon Register taken on SIMS and saved by 1.20pm. Child must be seen to be registered If child is not in class but was present for morning register, check with office if no reason known (for example sent home due to sickness/appointment)
The After School Club (TASC)	The TASC Leader checks the register in the afternoon, this is then saved on the Staff Shared Drive for teachers to access At 3:15, Class teachers/teaching assistants for Nursery, EYFS and KS1 will escort children to the club. Children from KS2 will make their way to the school hall and will be met by a member of staff TASC Lead takes the register at the start of the club. If a child is not present, TASC Lead to follow up with Class Teacher and Office
Extra-Curricular Clubs	Internal Club Lists provided by Office, any children attending TASC after club will be clearly marked External Club Lists provided by Club Provider, any children attending TASC after club will be clearly marked Registers are saved on the Staff Shared Drive for teachers to access Register to be taken by the club leader and taken to Office If child attends or does not attend as per register – office to follow up Any non-attenders but signed up to be checked with office who will confirm if child absent from school, or if picked up early, or will make call home to check If a child attends that is not on register, supervisors inform office who check with phone call.
Office Sign in and out	If children arrive or leave during the school day, then they will be signed in/out from the office – this links to SIMS. Proof of appointment must be provided if leaving during the day.

Home Time Collection

Nursery and Reception	Children are dismissed from the classroom once an adult has been identified.
KS1	Children are led out on to the KS1 playground and dismissed one by one once an adult has been identified.
Yr 3, 4, 5	Children are led out on to the KS2 playground and dismissed one by one once an adult has been identified. <i>Summer Term</i> Year 5 pupils can walk home with written permission.
Yr 6	Children are dismissed from the front of the school – they will either walk home with written permission or wait with the adult before being collected.

- If an adult comes to collect who is not on the contact list, then they will not be handed over, and the office will be called to check. The adult will then be directed to go to the office to wait for an update. If a child is not to be collected by a particular adult, then this is highlighted on SIMS.
- If there is a change of person collecting on a single occasion (does not need amendment to list) then parent must message or call in to school office. Office will check the email comes from the email or phone number we have for the parent.
- If collected during the school day, office will check home time collection permissions.
- Any child not collected by 3.25pm, and not due to attend a club, to be taken to the school office and they will contact families.
- Internally Run Extra-Curricular Clubs have access to home time permission information on SIMS.
- Externally Run Extra-Curricular Clubs are required to have received permission from parent signing up as to who will collect.

All elements of this protocol will be checked by a member of the Leadership Team on a termly basis.

Breakfast Club and After School Club

The Breakfast Club Leader and The After School Club (TASC) Leader will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded on the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts during the session.

Breakfast Club Arrivals

- All children enter for Breakfast Club via the pedestrian gate.
- Children must be accompanied through the gate, then make their way to the school hall where they will be greeted by a member of the Breakfast Club team.
- Their name is then ticked off on the register.
- At 8:40am, children are escorted to their classrooms.

TASC Arrivals

- The TASC Leader checks the register in the afternoon, this is then saved on the Staff Shared Drive for teachers to access.
- At 3:15pm, Class Teachers/Teaching Assistants for Nursery, EYFS and KS1 will escort children to the club. Children from KS2 will make their way to the school hall and will be met by a member of staff.
- TASC Lead takes the register at the start of the club.

- If children are on the register but haven't arrived, TASC leader to follow up with Class Teacher and Office

TASC Departures

- To collect, parents ring the buzzer at the pedestrian gate.
- A member of the TASC team speaks to the parent via the gate entrance to check who they are collecting. They also make a visual check through the window or door.
- The parents are buzzed through.
- They come to the hall door, where they are greeted by a member of the TASC team.
- Once the TASC member has greeted the adult and confirmed who they are the child is released to their adult.
- The time of dismissal is logged on the register
- If there is a member of staff that is covering at TASC and they are unfamiliar with the adult collecting, they will refer to staff that do know.
- The child's parents or carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. The TASC Lead will contact the main parent or carer for confirmation if they have any concerns regarding departures.
- The parent or carer must notify the Club if they will be late collecting their child. If the Club is not informed, the **Uncollected Children** policy will be followed.

Absences

- If a child is going to be absent from a session, parents should notify the school in advance.
- If a child is absent without explanation, staff will contact the parents or carers and the school to check where the child should be. If there is no explanation for the absence the Club will activate the **Missing Child** procedure.
- The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or family is having some difficulties and might need additional support.