

‘With Jesus we can **achieve what we dream and believe**’

School Mission Statement

## Arrival and Leaving Policy & Procedure

This policy is part of the school’s policies for safeguarding children.

Keeping children safe is paramount at St. Michael’s. The School recognises the need to ensure the safe arrival and collection of children at school at what can be busy times of day. We aim to be open and welcoming to parents and visitors but at the same time we must take all steps to safeguard the children and the school staff and site. Arrangements to ensure children’s safety when arriving and leaving school is a duty that the parents/carers share with the school. Please note: If you travel to school by car parking on yellow lines or the pavements is illegal and can cause serious accidents.

### Gate Security

At the beginning of the day, at the end of the day plus any other times when the gate is opened earlier or later for early closing, events, clubs etc. there will always be a member of staff on the gate. They will be wearing a high vis jacket and carrying a walkie talkie. Their role is to ensure the safety of all families. This includes children not leaving the premises unaccompanied and to support with questions/issues or concerns.

### Morning Entry to School

Children are not to be left unaccompanied on the playground or in school before the start of the school day. It is the parent’s responsibility to supervise their child until the start of the school day.

### Infants

Infant families can enter via the Nursery gate on Guion Street or the infant gate.

The children should be dropped off at their child’s classroom door when it is open and a member of staff are present.

School gate opens at 8:40am.

Classrooms will be open from 8:40 am.

Gates will be locked at 8:50 am.

**There will be a staff member on each gate. They will be wearing high vis-jackets to ensure they can be easily identified and carrying walkie talkies**



### Juniors

Parents/carers should drop their children off at the junior gate and watch their child walk into the school building.

School gate opens at 8:40am.

Classrooms will be open from 8:40 am.

Gate will be locked at 8:50 am.

**There will be a staff member on each gate. They will be wearing high vis-jackets to ensure they can be easily identified and carrying walkie talkies.**



Breakfast club is available from 7:45 am – 8: 30 am (doors close at 8:25am)

**It is vitally important that your child is on time.**

Children who arrive on site after the school start time must report to the school office. School are not responsible for children who arrive late and enter the school grounds without an adult.

Parents/Carers wishing to relay information to staff may do so via the school office. Appointments to see a member of staff / class teacher can be made with the class teacher if available or at the school office.

### **Afternoon Exit from School**

**Please Note: Children will only be dismissed to a responsible adult that has been named on the child's school pick up form. No adult under the influence of alcohol or drugs will be able to pick up a child. Under 16's are not allowed to collect children. Parents and carers must ensure children remain close by and do not go ahead without them.**

### Infants

The infant gate will be opened at 3:20 pm.

The children will be released from their classroom door by their teacher.

The gates will be locked at 3:30 pm.

Children not collected will be taken to After School Club and must then be collected from the main office. Parents/carers may incur a charge.

**There will be a staff member on each gate. They will be wearing high vis-jackets to ensure they can be easily identified and carrying walkie talkies.**



## Juniors

The junior gate will be opened at 3:20 pm

The parent/carer must collect their child from the year group designated area. There will be a member of staff for each year group wearing a high vis.

Children not collected will be taken to After School Club and must then be collected from the main office. Parents/carers may incur a charge.

**There will be a staff member on each gate. They will be wearing high vis-jackets to ensure they can be easily identified and carrying walkie talkies**



## Children being collected/returned during the school day

When parents need to take children from school during the day (for example for medical appointments);

- parents should inform the school that their child will be collected/returned at a specific time, appointment cards are needed,
- the child must be signed out at the Reception desk,
- an authorisation pass will be issued,
- when children are returned to school during the day, the child must be signed back in at the Reception desk.

## Gate Timetable

This is available for staff and updated as required.