



# ARRIVAL AND DEPARTURES POLICY AND PROCEDURES

Approved by: SMT

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Accessibility: Available on the website and paper copy on request

Scope: Ashbridge Independent School and Nursery, Ashbridge-on-Ribble Nursery, Ashbridge Nursery at Maxy Farm, The Fledglings Nursery

## **NURSERY**

Our opening hours are 7:00 to 18:00, and parents / carers of children in nursery can choose when to bring and collect their child between these hours.

### On arrival parents/carers:

- Enter the premises by the secure entrance and are greeted by a member of the Nursery Management Team (NMT).
- Take their child directly to their area and key staff, where they are marked onto the register and arrival time is recorded.
- May take the opportunity to speak with staff and relay any necessary information or messages.

### When children are collected:

- Parents/carers enter the premises as above.
- Collect their child from their area/key staff, who mark children off the register and record the time of collection. From this point parents are responsible for their children.
- Children's key staff inform parents of their child's day and pass on any relevant information.

## **SCHOOL**

The school day runs from 8:40 to 15:45 and children must be in school between these times. Children are also welcome to attend before and after school care which runs from 7:00 and until 18:00 after school.

### On arrival parents/carers:

- Before approximately 8:00, take their child to The Clockhouse, where children will be marked onto the Before School Register by the staff on duty.
- After 8:00, take their child to pitch or Clockhouse where children will be marked onto the Before School Register by the staff on duty.
- Junior children should go to The Clockhouse or play area from the Orchard gate themselves to help develop their independence.
- Parents of infant children may accompany them to the back of their classroom or The Clockhouse to help with their bags.
- At 8:45 and again at 13:30 school attendance registers are taken to mark the beginning of school sessions.
- Children arriving after 8:40 must be brought to main reception where they will be welcomed into school.

### When children are collected:

- If children are being collected at 15:45 parents should wait outside at the back of their child's classroom. Children must be signed out by parents together with the after school care team.

- Children collected after this time should be collected from the outdoor play areas, or indoor area in inclement weather, until approximately 17:00, when all children should then be collected from The Clockhouse until 18:00.

### **PEOPLE OTHER THAN USUAL NAMED PERSONS COLLECTING CHILDREN**

- At no time do we allow children to be collected by anyone without the authority of the parents/carers who have signed the written agreement at enrolment.
- If at any time parents do wish to have their child collected by another person, authorisation is to be given in advance and a password issued.
- In exceptional circumstances a verbal request may be accepted from the authorised parent/carer by telephone at the time of the named person collecting the child.

### **SITE SECURITY AND LEGISLATION**

- All attendance registers are logged and kept securely in line with current legislation.
- When parents/carers enter and leave the buildings they do so by the secure reception areas or gates, using either a keypad or other door entry system.
- Parents/carers are required to follow the directed routes to the car park or exit, follow on site speed limits and ensure the safety of both their children and other children and adults on the car parks and site roads as they do so.
- Parents must never share codes for gates or doors with any other person, even if they appear to be linked to the school or nursery.