ARRIVAL AND DEPARTURES POLICY (SCHOOL)

Approved by: SLT
Approved date: November 2025

Review by: SLT
Review date: November 2026

Accessibility: Available on the website and paper copy on request

Scope: Ashbridge Independent 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, they 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 the pitch or the Clockhouse where children will be marked onto the Before School Register by the staff on duty.
- Junior children are encouraged to be dropped off at the Orchard gate as they grow in independence but shouldn't be given the gate code. They should go straight to the Clockhouse or outdoor play area.
- 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 8:50 will be marked as late on the register. Parents are informed of attendance and punctuality data every term.
- The registers are 'closed' at 9:30 and therefore any children arriving after this time will be recorded as absent. At this point, parents are contacted by telephone to clarify the reason for absence.

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 areas 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 by 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 direct 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 (including the children), even if they appear to be linked to the school or nursery.