



ARRIVALS AND DEPARTURE POLICY

Policy owner	Headteacher	March 2023
Formally endorsed by	Trustees	
Review date		January 2024

Arrival and Departure Policy

St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For all children:

- Please call 0207 226 4454 if your child is late or if due to unforeseen circumstances you are delayed in picking up your child.
- The Class/Kindergarten teacher should be made aware of the arrangements for collection. This includes children regularly travelling home by themselves and/or if your child is to be collected by someone other than their parent.
- Continual lateness at the beginning of the school day or in picking up a child will be a cause for concern and will lead to a meeting with the relevant Class/Kindergarten teacher.
- Any urgent messages can be received by the teachers as a written message via your child or the school office. All teachers have a surgery time that can be booked to discuss particular issues. If you don't know when the surgery time is for your teacher please ask the school office.

Entering and Exiting the School Premises

The two entrances and exits to the school for children, parents and carers will be supervised by a member of staff during the busy arrival and departure times:

8.15am - 8.30am

1.00pm - 1.15pm

3.30pm - 3.40pm

Kindergarten, Class I-III children and siblings

Arrive and depart from the Marquess Road Entrance. Parents follow a one-way system through the Kindergarten exiting at the St Paul's Road side with the possibility of leaving children's' bikes in the bike shed.

Classes IV-VIII children

Arrive and depart from St Paul's Road entrance.

Pupils arriving or departing outside of these times will need to speak to reception or press the intercom for entry. If you or your child arrives outside the times that the gate is opened, please ensure you do not let anyone in unless you know them. Ask anyone unknown to you to press the intercom to gain entry.

Members of the teaching staff will continue to be on duty to greet children from 8.15am – 8.30am each day.

The class teacher must be informed when children are picked up at the middle of the day and the child need to sign out with reception.

Arrival Routine – School

- We ask parents to say goodbye to their children outside the gates. The exception is Class I parents who can enter the yard.
- The main school door opens at 8.15am
- Children make their way to the hand washing basins and wash their hands before entering the school building.
- Children are expected to make their own way to their classroom from the School's front door.
- The School accepts responsibility for pupils 15 minutes prior to the start of lessons; this is at 8.15am for lessons beginning at 8.30am.
- The School does not take responsibility for children before 8.15am unless previously arranged with the individual Class teacher or a member of staff.

Departure Routine – School

Class I to III:

- Lessons end at 1.15pm or 3.30pm according to the timetable. Once the lessons end the children will get ready to leave the classroom. Please allow time for this to happen.
- Children from these classes are handed over to parents by the Class teacher at the end of each school day by the Marquess Road gate. We ask the parents to refrain from entering the School to pick up their children. The exception is Class I parents who can enter the yard. Care will be taken for the teacher to see the parent and hand over each child and tick each child on the sign out sheet.
- If someone else will pick up a child in classes I to III, the parent will need to tell the school beforehand by contacting the absence@stpaulssteinerschool.org.
- If the child has not been picked up the child will be taken to the reception and parents will be called.
- From the time a child is handed over the parents are fully responsible for the child.

From Class IV onwards:

- Lessons end at 3.30pm. Once the lessons end the children will change and get ready to leave the classroom. Please allow time for this to happen.
- Class IV-VIII: Children leave the school building by themselves and wait in the garden for parents to pick them up by the St Paul's Road gate or make their own way home. We ask parents to refrain from entering the School to pick up their children.
- Parents will follow the usual procedure by calling the school office if a parent is late picking up, as the child will make their way inside the school building to wait.
- Parents should inform the school when the child begins to make their way home by themselves in writing.
- Some parents, not all, will choose to give their child a mobile phone for the

journey to and from home. The parent will inform the school when this happens in writing, taking care not to give a phone with internet access when this is not allowed in school. Students must hand phones in at reception on arrival and be picked up at the end of the day.

Kindergarten – arrival and departure

- The Kindergarten doors' open at 8.15am and the day ends at 1pm.
- Arrival time is between 8.15 and 8.30am.
- Parents are asked to use the Marquess Road gate.
- Late arrival: children can join the class by using the intercom and a member of staff will open. The member of staff will take the child to their Kindergarten and sign the child in.
- If someone other than the parent is collecting your child, the name of that person must be written on the sign-in sheet. Each Kindergarten has a password to be given the person who collects the child.
- Kindergarten ends at 1pm and Kindergarten Lunch Club at 3:30. The children are handed over by the Kindergarten doors, once parents – or the person authorised to pick up the child - have signed the sign-in/out sheet.
- Teachers cannot hand over a child to a person who is not the parents, unless that person's name is on the sign in sheet and knows the password.
- If parents are late picking up after 1:15 or 3:40, the children will be taken to reception and be collected from there. A teacher will stay with the child.
- Parents will provide school with an emergency contact should it not be possible to reach the parents.

The School does not accept responsibility for any children outside school after the main School door and gate are locked at 4.00pm, unless the child has an after-school arrangement with the class teacher (i.e. homework club, detention or other events) or the child is on after-school club which ends at 5.30pm.

Children are not allowed back in school after 4.00pm unless there's an event, club or prior arrangement. This is to ensure that children are always supervised and safe when in the school.

Break and lunch break time procedure

Kindergarten

All four Kindergarten groups share a garden, divided in two, which is enclosed from the rest of the garden surrounding the main building. Gates are always locked during break time. Each side has one or two groups out at the time, and they are supervised by KG teacher and assistant.

They will be given time for hand washing before entering the school.

Classes I and II in the enclosed Garden

Classes I and II will take longer time to finish their snack/lunch and get dressed and they will come out into the enclosed garden area at around 11:50 (first break) and 1:35 (lunch break).

These two classes are supervised by two members of staff. The close proximity to first aid, telephones and support staff ensure security.

The gates are locked at all times apart from drop-off/pick-up times when a gate supervisor is in place.

At the class teachers' discretion having agreed with the headteacher, Class II can spend their lunch break on the green.

Classes III to V on the Green (St Paul's Open Space) during break

Classes III-V will spend their breaks on the Green. The Green is a public space with 5 entrances. The children will be supervised:

Member of staff "supervisor A" will stand by the first gate leading into the Green. That supervisor ensures the safe transit from school to Green and vice versa. The gate supervisor A will see stragglers and keep track of those needing to return from the Green to the school.

The other two supervisors are actively looking after the children. They have brought their mobile phones, first aid box with medical information such as allergies and asthma and the school bell.

The Green (St Paul's Open Space) is divided into two zones:

Supervisor A: Gate close to school, observing the school entrance

Supervisor B: Gate leading to Marquess Road, path leading up and the gate by the Rose garden.

Supervisor C: Gate leading to Ramsey Road (by the climbing frame) and "dark area" behind the Rosebowl building.

Break with classes VI-VIII in St Paul's Shrubbery

Classes VI, VII and VIII will spend their breaks at the Shrubbery. The 2 adults will take them for safe supervision. The supervisors bring mobile phones, first aid box. Medical information such as allergies and asthma are kept on the server.

All breaks are risk assessed and reviewed in EY and Teachers Meeting regularly.