

Children's Arrival and Departure - School and Kindergarten

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Agreed by	Leadership group	February 2019
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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 **only entrance and exit** to the school for children, parents and carers is the **Marquess Road Entrance** and this gate will be supervised by a member of staff during the busy arrival and departure times below:

8.00am - 8.40am
12.55pm - 1.30pm
3.20pm – 3.40pm

The gates on St Paul's Road will remain locked except in emergencies. Parents/carers and children are not allowed to use this gate except with staff supervision as part of the school day.

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 is arriving 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 with a handshake from 8.15am – 8.30am each day.

The class teacher has to be informed when children are picked up at the middle of the day they need to sign out from the book in reception.

Arrival Routine – School

- The main school door opens at 8.15am
- Children are expected to make their own way to their classroom from **the School's front door**. We ask parents to say goodbye to their children in the garden. This includes Class I to III.
- 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 change and 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 in the school garden. We ask the parents to refrain from entering the School building to pick up their children and let the teacher reach the pick-up point with all children present in the line. 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. The time to chat between teacher and parent is after children have been handed out.
- If someone else will pick up a child in classes I to III, the parent will need to tell the school beforehand.
- 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.
- Children leave the school building by themselves and wait in the garden for parents or make their own way home.
- School will obtain written consent from parents to dismiss the children from the classroom in classes IV and V, to make this step of increased independence, compared to classes I to III clear for all.

- Parents will follow usual procedure by calling school office if parent is late picking up, as child will make their way inside the school building to wait.
- Parents should inform school when the child is starting 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 home. The parent will inform the school when this happens in writing, taking care not to give a phone with mobile access when this is not allowed in school.

Kindergarten – arrival and departure

- The Kindertagens doors open at 8.15am and the day ends at 1pm.
- Arrival time is between 8.15 and 8.30am.
- Between 8:30 and 8:40 late children can join the class through the usual Kindergarten door.
- Children should arrive and depart on time.
- If your child arrives after the kindergarten door is closed at 8.40am, he/she will need to be brought to the reception desk and signed in. A member of staff will take the child to their kindergarten through the Nave.
- Parents/carers must sign in using the sign-in sheet including the time of arrival.
- 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 one 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 person authorised to pick up the child - have signed the sign-in 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.
- If parents are late picking up after 1:15 or 3:45 then children will be taken to reception and be collected from there.

Late arrivals and departure

For safeguarding and health and safety requirements an accurate record must be kept of all children in school, and it is a requirement that any arrival or departure to and from the premises is recorded by the office.

When a child arrives late, parents must report to the office through the main reception and sign the child in. Older children may present themselves to the office on arrival and sign themselves in.

Kindergarten and Classes

The Nave is a teaching space. We ask that parents and children not attending school refrain from entering the Nave between 8am and 4pm. The classrooms are out of bounds for parents and children out of school hours, unless previously arranged with the individual Class/Kindergarten Teacher.

The School does not accept responsibility for any children outside school after the main School door and gate are locked at 3.45pm, unless the child has an afterschool arrangement with the class teacher, i.e. homework club, detention or other events.

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 which is enclosed from the rest of the garden surrounding the main building. Gates are always locked during break time.

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 classes are up to 42 children. They 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.

Class II children will join the break on the Green during lunch (Monday to Wednesday) and class I will be on a walk or stay in the enclosed Garden area on Mondays.

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

The older children (ages 9-14) will spend their first break 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, for example.

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:

The first zone (The Bowl) includes the path and its two gates, leading to Marquess Road and the gate by the Rose garden. That area, zone and gates will be the focus of break supervisor B.

The second zone is the flat area with outdoor exercise equipment and the (out of bounds) climbing frame. This area includes a "dark" area behind the Rosebowl and a gate at the far end of the Green, which will be checked by supervisor C.

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

Supervisor B: Gate leading to Marquess Road and 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

Lunch break with classes II – V on the Green (St Paul's Open Space)

Monday – Wednesday are the long days for class II who will join classes III-V on the Green. On those lunch breaks there will be an additional supervisor D, keeping an eye on the Gate close to Rose garden, whereby all gates are covered by close supervision.

Supervisor A: Gate close to school

Supervisor B: Gate leading to Marquess Road and path leading up

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

Supervisor D: Gate close to Rose garden

Lunch break with classes VI-VIII in St Paul's Shrubbery

Classes VI to VIII will spend their lunch break at the Shrubbery three days/week. If three classes go (max 45 children) then 4 adults will join them for safe supervision, otherwise 3. The supervisors bring mobile phones, first aid box with medical information such as allergies and asthma.

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