St Patrick’s Catholic Primary School

Arrivals and Departures Policy

December 2015

December 2018
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We will strive for excellence within a caring community, nurturing the Catholic faith, living, working and growing together as part of God’s family.

St Patrick’s School recognises that the safe arrival and departure of the children in our care is paramount.

The school will ensure that an accurate record is kept of all children in the Nursery, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition, we conduct regular headcounts during the sessions.

**Escorting children to the Nursery**
- The school and the Nursery keeps an identical paper copy of the electronic register during all sessions
- Two members of staff will escort the children to and from the collection point in school

**Arrivals**
Our staff will greet each child warmly on their arrival at the Nursery and will record the child’s attendance in the daily register. Parents/carers wishing to enter the Nursery with their child must first sign in. No adults will be allowed to enter the Nursery unless they are the known parent/carer of the child. Parents/carers must inform staff in advance either by phone or in writing if a different person is dropping off or collecting their child. Children attending part-time morning Nursery need to enter the Nursery through the park entrance from 8.30 and need to be collected at 11.30 from the office entrance. Children attending part-time afternoon sessions need to enter through the office entrance at 12.45 and need to leave through the park entrance at 3.45.

If parents/carers wish to collect their child during the day they must enter the Nursery through the school office.

**Departures**
- Staff will ensure that parents/carer sign children out before they leave, including the time of collection outside normal dismissal times
- Children can only be collected by an adult who has been authorised to collect them on their registration form
- No child will be handed over to anyone other than the known parent/carer unless an agreement has been made at the time of arrival or the parent/carer contact the school during the child’s session. A password system will be put in place and anyone other than the designated parent/carer will be asked the security questions and password. If in doubt, we will verify the person by ringing the child’s parent/carer
- The parents/carers must notify the school if they will be late collecting their child. Prompt collection of children is highly recommended as parents will be charged for late pick up. Longer than 15 minutes delay will trigger the **Uncollected Children** policy