

Himbleton CE Primary School and Nursery



Nurture, Nature, Knowledge:

Enabling inquisitive thinkers and inspired learners with kind hearts.

"Faith, Hope, Love...the greatest of these is Love." (Corinthians 13:13)

"So in everything, do unto others what you would have them do to you." (Matthew 7:12)

"Wise men and women are always learning, always listening for fresh insights." (Proverbs 18:15)

Arrivals and Departures Policy and Procedures

2026 – 2027

September 2026

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Statement of Intent

This policy forms part of the school's policies for safeguarding pupils.

Our school will give a warm and friendly welcome to each pupil on arrival and ensure that they depart safely at the end of each day.

The School's Designated Persons for Safeguarding are Mrs Kirsty Shaw (DSL) and Mrs Sara Hedges (Deputy DSL).

Arrival at School at the Beginning of the Day

The main gates to the playground remain closed at all times apart from drop off and pick up times, during which a member of staff will always be on duty at the gate.

Breakfast Club

Parents dropping off for Breakfast Club should use the bell to alert the member of breakfast club staff that they wish to gain entry to the school. The camera system will be used for identification purposes before the gate is opened remotely when the Breakfast Club supervisor has identified the person/persons wishing to enter. Parents/carers/visitors must ensure that they close the gate behind them rather than leaving it open.

Start of the School Day

The school operates a 'soft start' to the school day and the gates are opened manually at 8.35am to allow access to the playground and classrooms. Pupils from Year 1 to Year 6 access the classrooms from the outdoor corridor to the left-hand side of the school and pupils in Nursery and Reception access their classroom via the EYFS outdoor learning environment to the right-hand side of the school.

A member of staff, usually the headteacher, is on duty at the main gate to welcome parents, carers and pupils to school, and a member of staff (on a rota basis) is on duty at the entrance to the classrooms to ensure that pupils access the school and to assist any pupils who may need support. A member of the EYFS team, usually the class teacher, is available at the gate to the EYFS outdoor learning to greet parents and pupils in EYFS.

Parents and carers are asked not to give important messages to the staff on duty, such as changes to collection arrangements, but to either give this message in person to Mrs Stewart in the school office or to send an email to office@himbleton.worcs.sch.uk

The teacher or teaching assistant greets the pupils as they enter from 8.35am to 8.50am to ensure a positive start to the school day and that pupils' welfare is given high priority.

The member of staff on duty at the main gate is responsible for closing the gate at 8.50am and the member of staff to the left of the school is responsible for ensuring that the wooden picket gate is closed before returning to their classroom.

Registers

It is the responsibility of staff to ensure that an accurate record is kept of all pupils who arrive in school at the beginning of the day through the electronic register in Arbor which must be completed as soon after 8.50am as possible in the morning and as soon after 1.00pm as possible in the afternoon. Records of daily registers are kept by the school for both morning and afternoon registration and copies printed in case of emergency evacuation.

Registers close at 9.20am and 1.10pm. Pupils arriving after the main gate has closed must be accompanied by their parent/carer to the school office and a 'late form' completed. The pupil/pupils will be welcomed into school via the front entrance and will be accompanied or make their way to their classroom. The school administrator will record the pupil/pupils as being present with reasons for the lateness and the number of minutes' of lateness on Arbor.

The school operates a 'first day calling' policy for pupils who are not accounted for by 9.30am. At this time office staff will endeavour to contact parents/carers to establish the reason for absence, i.e. that the pupil is ill and unable to attend, so that school knows where pupils are at all times.

Pupils who are Looked After [LAC] and pupils with Child Protection [CP] plans who are absent must be notified to the Designated Safeguarding Lead/Deputy Head Teacher as a matter of priority. The social worker of a pupil who is subject to a Child Protection plan must be notified if the pupil is absent from school.

Arrivals and Departures Throughout the School Day

The main gates remain closed throughout the day but access to the school can be gained through the remote Paxton lock entry system. This is monitored by the school administrator in the office who will remotely open the gate if it is safe to do so. All visitors must report to the school office in the first instance.

If parents/carers/visitors/contractors wish to gain access to the school whilst pupils are on the playground, either during break times or outdoor learning opportunities, the gate must be opened from the inside by a member of staff and the visitor accompanied to the office.

If a pupil is to be collected before the end of the school day, the school is to be notified on the same morning by contacting the school office, either in person or via email. On arrival to school to collect the pupil the parent/carer must report to the office staff. The pupil will then be brought, by staff, to the reception area to be taken home by the parent/carer.

In the case of pupils arriving at school or departing during the day, Arbor and the emergency evacuation records will be updated so that there is always an accurate record of pupils in the school.

Departures - Accidents/Unwell pupils

Illness

If a pupil is poorly during the school day and is not well enough to remain in school, every effort will be made to contact the pupil's parent/carer to ask them to come and collect their pupil. If the parent/carer is not able to be contacted, then other people from the list of nominated contacts will be contacted and will be asked to collect the pupil. We ask that parents/carers ensure that their emergency contact details are kept up-to-date and to inform us immediately of any changes.

Accidents

Pupils will often have minor accidents at school which will be dealt with by our qualified and experienced first aiders and if deemed appropriate (e.g. more significant bruises, splinters etc), parents and carers will be notified of minor injuries at the end of the school day. Staff will inform parents/carers of more serious injuries, such as head bumps, via telephone as soon after the incident as possible as well as issuing a head bump letter which gives further guidance around the signs and symptoms of concussion. If a pupil is at after school care, the after-school care team will ensure that the letter is given to the parent/carer collecting.

If the accident is of a more serious nature, parents/carers will be called to come to school to collect their pupil. Arbor/the emergency evacuation register will be updated accordingly.

End of Day Arrangements

The main gate will remain closed throughout the school day until it is manually opened at 3.10pm by a member of staff, usually the headteacher, who will remain on duty by the gate until all pupils (apart from those staying at after school care or after school clubs) have left the site.

Teachers or teaching assistants will dismiss their class at the end of the school day either from the EYFS outdoor learning area gate (Nursery and Reception pupils) or to the left-hand side of the school (Year 1 to Year 6) and only to known or designated parents or carers. All pupils who have not been collected within 10 minutes are brought into school where it is safe and warm by the member of staff dismissing the class and taken to the waiting area outside the school office. Parents/carers will then be phoned, starting with the 1st contact on the list on Arbor.

Pupils in EYFS and KS1 will be dismissed at 3.15pm and pupils in KS2 will be dismissed at 3.20pm.

If there are any changes to normal collection arrangements, the parent/carer must inform the school office either in person or via email. A flag and pinned note, visible when the register is taken, will then be added to Arbor. Staff responsible for the class must check Arbor for any changes to collection arrangements when they take the register in the morning and afternoon.

If school is notified of changes to collection arrangements after 1.00pm, a message will be relayed to the member of staff responsible for the class by the school administrator and a note added to Arbor. This will also be recorded on the end of day arrangements poster in the classroom. The adult nominated to collect a pupil should be one of those named by the parent on Arbor as being permitted to collect the pupil.

In each classroom, an editable list designed to be an 'aide memoir' for those dismissing pupils, is located by the classroom exit and edited daily to indicate any changes to collection arrangements, identify pupils who are attending wraparound care or who are attending after school extra-curricular clubs.

If staff have not been made not aware that someone other than the parent/carer is collecting a pupil, he or she will telephone the parent/carer before dismissing the pupil and seek their advice/confirmation. Only adults (aged 16 years and over) are authorised to collect pupils.

No adult other than those named on Arbor will be allowed to leave the school with a pupil unless the school have been informed of a change by the parent/carer. In the event that someone else should arrive without prior knowledge, the staff member dismissing the pupil should first check with the school office to see if there have been any messages regarding a change of arrangements before telephoning the parent/carer immediately and await their advice.

Departures After the End of the School Day

After School Extra-Curricular Clubs

A register of pupils attending extra-curricular clubs must be taken at the beginning of each club and returned to the school office immediately after being taken. If there are pupils who are missing without prior knowledge of this, a message should be sent to the school office for a phone call to be made to establish their whereabouts. Pupils attending after school extra-curricular clubs should be dismissed in the same way as detailed above to parents and carers by the member of staff leading the club. If the adult leading the club is not a member of school staff, wherever possible, they should be supported by a member of staff. It is the class teachers' responsibility to ensure that any messages about changes in collection arrangements are communicated when pupils are handed over to the adult leading the club.

Parents and carers should remain outside the school gates until clubs have finished at 4.15pm at which time the gates will be opened and parents/carers invited onto the playground. Pupils must be dismissed directly to parents and carers as above. If there are concerns about collection arrangements, a member of staff should be sought for advice and guidance and a telephone call made if necessary.

After School/Wraparound Care

Pupils attending after school wraparound care should be dismissed in the same way as detailed above to parents and carers by a member of the after-school care team. After school care staff will be informed about changes in collection via the after-school register, compiled by the school administrator, which must be taken at the start of each session. After-school care staff should use the designated iPad to access Arbor if contact with parents/carers is needed as a result of lateness or queries about collection arrangements.

Scooters and Bicycles

To avoid accidents or incidents, parents, pupils and siblings must not ride bikes and scooters on school grounds at any point before or after school and scooters should be stored during the day in the scooter rack to the left of the school.

Monitoring and Review

This policy will be reviewed annually by headteacher. Any changes made to this policy will be communicated to all members of staff and parents/carers. All members of staff and parents/carers are required to familiarise themselves with this policy.

The scheduled review date for this policy is **September 2027**.

Appendices

Appendix A – Missing Pupil Procedure

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school and are accompanied by an adult. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the absent pupil will inform the headteacher immediately;
- The office administrator will also be informed as they will act as a point of contact for receiving information regarding the search;
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - The library
 - EYFS outdoor classroom
 - Forest school/playing field
 - The school grounds, including the playground
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted;
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified;
- The school will attempt to contact parents using the emergency contact numbers provided;
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted;
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well;
- If the absent pupil has an allocated social worker, is a looked-after pupil, or has any SEND, then the appropriate personnel will be informed;
- Parents and any other agencies will be informed immediately when the pupil has been located.
- The member of staff responsible for the pupil will immediately inform the DSL (or the deputy DSL if the DSL is off-site) and ensure that the headteacher is aware of the incident;
- Following the incident, the pupil's teacher/member of staff responsible for the pupil will fill in an incident form, describing all circumstances leading up to the pupil going missing.

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary. All learning points will be shared with staff and governors informed as part of health and safety procedures.