

# Castlefields Primary School



## Arrivals and Departures Policy

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## **Arrivals and Departures Policy**

This policy forms part of the Castlefields Primary School's policies for safeguarding children. Our school is a welcoming and friendly environment and we aim to ensure that all children have a positive arrival into school and that they depart safely.

### **Morning Arrivals**

Children can arrive at school from 8.40am via either the Castlefields or Highlands Road gate. The doors to class open at 8.45am and children are welcomed in through their external classroom door. Doors close promptly at 8.50am.

Registration takes place for all children on Arbor.

Any child arriving at school after 8.50am must come into school via the front reception door and they will be registered with the office staff.

Children who are on the Castlefields School site before 8.40am will be taken to Breakfast Club, and there will be a charge made. This is because we are unable to guarantee the safety of unaccompanied children.

### **End of Day Departures**

Children are collected from their classrooms at 3.15pm. We ask that parents and carers are patient during this time, so staff are able to ensure children are handed over to an appropriate adult. Any child not collected by 3.20pm will be taken to the school office who will in turn take them to Wrap Around Care. There is a charge for Wrap Around Care.

Upper KS2 children, in Years 5 and 6, are able to walk home alone with their parents' signed consent. The school reserves the right to refuse permission for a child to walk home if the distance is deemed too far or there are other concerns. Children in all other years need to be collected by a person over the age of 14 years.

We ask parents and carers to contact the school office if someone other than themselves (or the person who normally collects) is collecting their child at the end of the day. If a parent, carer or nominated adult is going to be late collecting their child, the school office needs to be informed and the child will be taken to Wrap Around Care.

### **School Opening Hours**

Breakfast Club: Opens at 8am. Please contact the school office if you wish to use Breakfast Club.

School Start Time: 8.45am

School End Time: 3.15pm

Wrap Around Care: Until 5.30pm. Please contact the school office if you wish to use Wrap Around Care.