



BENGEWORTH CE ACADEMY

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# ARRIVALS AND DEPARTURES POLICY

(INCLUDING WALKING TO AND FROM SCHOOL ALONE)

## 2024-2025



**Bengeworth**  
Multi Academy Trust

*Brilliant People • Better Schools • Bright Futures*

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

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

The School's Designated Persons for Safeguarding are Mrs Snowdon (Designated Safeguarding Lead), Mrs Jane Wadmore (Deputy DSL), Mrs Hayley Potter (Deputy DSL), and Mrs Katy Roleston (Deputy DSL)

## ARRIVALS AND DEPARTURES AT SCHOOL

### King's Road

The main gates to the King's Road turning circle are open from 7.45am to allow parents to drop children off for Breakfast Club, or to drop children off in the turning circle before the normal start time of the school day. Parents dropping off for Breakfast Club may use the vehicular access to the left hand side of the school only up until 8.30am after which time there should be no vehicles using the access road towards the school.

Parents and children are reminded regularly to walk along pedestrian paths and not to walk across the turning circle, through the car park or along any vehicular access roads. Parents may use the turning circle to drop off children, but are asked not to park in the staff car park or on the turning circle, which is monitored by a member of the site team and a member of staff from 8.45am to 9.00am daily.

The school operates a 'soft start' to the school day and wooden pedestrian gates are unlocked at 8.45am to allow access to the playground and classrooms. Parents/carers should not be on site before this time, and any Year 5 children walking to school independently should ensure that their journey enables them to arrive at school from 8.45am onwards and not before.

Staff open the classroom door when the bell rings at 8.45am for a 'soft start'. The teacher or support professional greets the children at the class door as they enter from 8.45am to 9.00am to ensure a positive start to the school day and to take any messages. In this way information can be shared between home and school to ensure children's welfare is given high priority. It is the parent/carer's responsibility to ensure that their child enters the school building safely and promptly.

It is the responsibility of staff to ensure that an accurate record is kept of all children who arrive in school at the beginning of the day through the electronic register in ScholarPack, and that any other arrival or departure to and from the premises is recorded in the relevant office at each base. Records of daily registers are kept by the school for both morning and afternoon registration and copies printed in case of a fire alarm.

On arrival, a member of staff records the child's attendance in the daily register, which closes at 9.10 am at both settings. Children arriving after the classroom doors have closed MUST come into school via the front reception door and register at the relevant school office. Teachers will close their class doors after the bell signals the beginning of the day.

The school operates a 'First Day Calling' policy for children 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 child is ill and unable to attend and has not 'dawdled' on their way to school, ensuring parents and school know where children are at all times.

Looked After children [LAC] and children 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 main gates remain open throughout the day but will be closed and locked at 2.40pm so that the turning circle is free from vehicles, other than those for after school clubs, at the end of the day. These gates will remain locked until 3.25pm. No parents or carers will have vehicular access to the site at this time.

In the event that parents / carers require access to the disabled parking bays then a code can be obtained for the gates from the school. Anyone who has the code is expected to close and lock the gates behind them and should avoid moving their vehicle between 3.00pm and 3.25pm.

The wooden picket gates to the playgrounds will remain closed until 3.10pm when they will be opened to allow for collection from the classroom doors.

Teachers must inform the Headteacher/Deputy Headteacher of any child who has unsatisfactory attendance [below 96%] and a pattern of non-attendance on certain days of the week. This will also be monitored by the school's attendance team who may follow up any attendance concerns with letters home, home visits and school attendance panel interviews if necessary.

Parents, children and siblings must not ride bikes and scooters on school grounds at any point before or after school and should not play on the fixed equipment (adventure playground, climbing wall, trim trail). Bikes and scooters should not be brought onto the playground areas and should be left in the scooter racks at both settings. Everyone using the school grounds are asked not to climb or walk on the walls surrounding both settings in order to prevent accidents.

## **Burford Road Setting**

The school operates the same 'soft start' to the school day at Burford Road as that at King's Road. The 15 minute window for children to come into school enables parents/carers with siblings at both settings to have sufficient time to take siblings to school promptly. The wooden pedestrian gates to the playground is not currently locked, but parents should not be on site until 8.45am when the classroom doors will be opened by teachers and support professionals.

Children at Burford Road must be accompanied to the classroom doors by parents/carers and must not be left unaccompanied at any point in the playground either before or after school. Parents/carers are also asked to ensure that children and siblings do not play on equipment before school, and that they do not disturb any learning resources which have been prepared in the outdoor areas.

Parents should not park in the staff car park at any point, including when dropping off and picking up for Breakfast Club and Night Owls, and should not walk through the car park to access the classrooms. The wooden pedestrian gate at the end of the staff car park remains locked. Pedestrian gates around the building remain closed after 9.00am throughout the day to safeguard the staff and children. The gates will remain closed until 2.50pm when they will be opened for collection.

Any children arriving after the classroom doors are closed should come into school through the main entrance to be registered, after which they will be escorted to their classrooms by a member of staff.

# END OF DAY ARRANGEMENTS

Teachers/support professionals will dismiss their class out of school every night through their own classroom doors to known or designated parents or carers. All children not collected within 10 minutes are brought into school where it is safe and warm by the teacher or member of staff and taken to the school office at the relevant setting. Parents/carers will then be phoned, starting with the 1<sup>st</sup> contact on the list on Scholarpack.

If a child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff before 2.30pm, but preferably in the morning. This will be recorded on an arrangements form which will then be sent to the class teacher for reference. The adult nominated to collect a child should be one of those named by the parent. If staff are not aware or informed that someone other than the parent/carer is collecting a child, he or she will telephone the parent/carer before dismissing the child and seek their advice/confirmation. Only adults (aged 16 years and over) are authorised to collect children.

No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice. If a child is to be collected before the end of the school day, the school is to be notified on the same morning. On arrival to school to collect the child the parent/carer must report to the office staff. The child will then be brought, by staff, to the reception area to be taken home by the parent/carer.

## DEPARTURES – ACCIDENTS/UNWELL CHILDREN

### **Illness**

If a child is unwell during the school day and is not well enough to remain in school, every effort will be made to contact the child's parent/carer to ask them to come and collect their child. 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 child. We ask that parents/carers ensure that their emergency contact details are kept up to day and to inform us immediately of any changes.

### **Accidents**

Children will often have minor accidents at school which will be dealt with by our qualified and experienced first aiders. Parents/carers will be notified of these, including head bumps, via email through our online recording and reporting system, Medical Tracker.

If the accident is of a more serious nature, parents/carers will be called to come to school to collect their child.

In the case of a significant accident or medical emergency, medical help will always be sought before a parent is contacted (see school's First Aid Policy).

# BENGEWORTH C.E. ACADEMY

## WALKING TO AND FROM SCHOOL ALONE POLICY

There are no laws around age or distance of walking to school. A families' guide to the law states:

"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school."

Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. However, as a school, we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

### Our agreed school policy is:

- **No pupil in Reception, Year 1, Year 2, Year 3 or Year 4** should walk to or from school on their own.
- Pupils in Reception and Year 1 must not be left alone on the playground before the start of the school day and must be accompanied to the classroom doors.
- At King's Road, children can be dropped at the turning circle and walk to the building alone **after 8.45am** and once a member of school staff is at the gate. They should not arrive at school before this time and should not be left alone on the playground before the classroom doors open.
- We strongly advise that children in **Year 5** should also be accompanied to and from school.
- At the start of the academic year, children in Year 4 and Year 5 must be collected by parents from the classroom door.
- From October onwards, children in **Year 4** and **Year 5** may walk to the turning circle after school to meet parents/carers with parental permission.
- Children attending after school Curriculum+ clubs must have separate signed permission to walk to the gate or to walk home (Year 5 only) after clubs have finished.

### When deciding if a child is ready to walk to or from school alone parents/carers must consider the following:

Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently. Walking to school is a great opportunity to learn road safety skills. The best way to do this is for parents to walk with their children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence to deal with traffic and way-finding on their own, in preparation for walking with friends or alone when they are older.

Parents should ensure that their children are able to:

- Pay attention to traffic at all times when crossing the street and not become distracted
- Know where to cross roads in a safe place where they can see clearly or where there is a designated crossing
- Know how to look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic
- Look out for cyclists
- Remember that drivers may not see them, even if they can see the driver
- Understand that they must never follow or go with someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously

agreed upon by the parent and the child to be safe, such as a grandparent or trusted neighbour). If approached by a stranger, children must understand how to react in order to remain safe.

### **When deciding whether their child is ready for this responsibility parents must consider the following:**

- Do they trust their child to walk straight home?
- Do they trust them to behave sensibly when with a friend?
- Are they road safety aware?
- Would they know what to do if there was no one at home?
- Would they know what to do if a stranger approaches them?
- Would they have the confidence to refuse to do what a stranger asked?
- Would they know the best action to take if a stranger tried to make them do something they didn't want to do (scream, shout, kick)?
- Would they know what to do if they needed help?
- Would they know who best to approach to get help?

### **Parents of children in Year 5 who wish them to walk to school or walk home at the end of the school day unescorted by an adult must adhere to the following guidelines:**

- Parents must have, via the online form, registered with the school that they are prepared for their children to walk to school at the beginning of the school day or directly home from school at the end of the day.
- Children must be in Year 5.
- Children should not arrive before 8.45am to prevent them from being unaccompanied on the site for long periods of time.
- It is the parent's responsibility to check the route that their children may walk from and to home in order that they may make an assessment of the appropriateness of the journey. Crossing of fast roads and walking through secluded areas is to be discouraged. A single route must be agreed.
- Parents must be certain that children have an awareness and understanding of the green cross code and stranger danger. It is parent's responsibility to ensure they are sufficiently happy that their child is capable of undertaking the proposed journey safely.
- During winter months and/or inclement weather, children must be dressed appropriately. Children must also be visible in dull weather with appropriate bright or reflective coats.
- Children should preferably walk in a group and not alone.
- There must be someone at home to meet the child on their arrival.
- Any child must be capable of walking to school and arriving home within 15 minutes of the start/end of the school day (3.15pm). Journeys over 15 minutes are not considered appropriate for children to walk at this stage.
- Children will be responsible for their own behaviour whilst on the school premises either before or after school. Should their behaviour not be acceptable, parents will be asked to accompany or collect them until they have proved they can be trusted again.
- If any child does not arrive home within the agreed timeframe, parents must immediately notify the school in order that appropriate action can be taken.
- If any child does not arrive home within the agreed timeframe and direct contact with the child has not been established by either school or parents, school will instigate the missing person's procedure in conjunction with the relevant authorities.
- If the missing person procedure is initiated there must be a point of contact remaining at both the home and school location until further advised by the relevant authorities.

- If the child does arrive home after the missing person procedure has been instigated, immediate notification to the relevant authorities/emergency services must be made. This is to enable the missing person procedure to be stood down.
- Once the missing person procedure is initiated responsibility will pass to the relevant authority to further any enquiries. Both parents and school will be guided by them in order that a successful outcome is achieved.
- The school reserves the right to refuse permission for a child to walk to and from school alone depending on the distance and concerns the school may have at that time.
- All children must be collected from after school clubs by an adult unless written permission is given for the child to walk home **in addition to** the online form.

## **Monitoring and review**

- This policy will be reviewed annually by the subject leader and the 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 2025**.

# Bengeworth

## Multi Academy Trust

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**Bengeworth Multi Academy Trust**

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