



Farnborough Road Infant School. **Policy for Children Entering and Leaving the School**

'Learning, Caring and Achieving Together'

Rationale

- At Farnborough Road Infant School it is important to create a secure and safe environment for all children and adults in school.
- Parents need to be confident that procedures are in place to provide this environment.
- Children need to feel that they can feel safe.
- Well-co-ordinated procedures for children arriving for school, and for children leaving school improves pupil safety, enhances learning time, and improves communication between all parties.

Aims:

- The Governing Body will do everything they can to make the working environment a safe place to work.
- To ensure the main entrance is clearly marked and large, clear signs ask visitors to report to the main office.
- To ensure all visitors sign in, wear a visitor's lanyard, and state the purpose of their visit.
- To ensure all children and staff are alert to recognised adults in school.
- To provide clear procedures for children entering and leaving school each day.
- To prevent unauthorised or unknown visitors entering school, security locks/alarms, fobs and key pads are fitted to all external doors.

Implementation:

Entering the school

- All children enter and leave the school by the prescribed door.
- Farnborough Road Infant School is open for children and their families each day at 8.40am or 12.30pm for Ladybird and Caterpillar Class.
- The formal school day starts at 8.45am, after the register is taken.
- Breakfast Club is provided by Fun4Kidz for children who arrive at school earlier than the time indicated.
- Children who are late for school will need to be signed in at the office by their parent/carer.
- Late arrivals will be recorded in the register by the office staff as Late.
- Punctuality is monitored fortnightly by the Headteacher. If a child regularly arrives late a meeting will be arranged between the Headteacher and the parent to discuss the importance of punctuality and targets set for future punctuality.
- The caretaker makes sure that the outside doors and gates are securely closed and locked as soon as parents have left the playground.
- No parent/ carer can enter the school building/classrooms via the school's external doors unless escorted by a member of the school staff or having been signed in by the school office staff.
- It is not normally permissible for older siblings, under the age of 16, to bring a child from the school. Any deviation from this would need to be agreed with the Headteacher.

Leaving school at the end of day

- Children are dismissed at 3:15pm. (Nursery 11.15 or 3pm and Caterpillar class at 3.30pm)
- No child is to be dismissed early from school without verbal or written permission from a parent/ guardian and must be collected by a responsible adult who is on the pupil's contact list. If Office staff receive a verbal instruction this must be recorded in the Pupil Collection Arrangements Book, providing a copy to the class teacher, with a permanent record being retained in the book.
- Children who are dismissed early, e.g. due to illness or medical appointments, are to be signed out by their responsible adult at the school office and the office staff must make a record of the child's name on the office notice board for the purpose of hand over between office staff.
- Children are matched carefully to their parents outside their class external door before they are dismissed by their class teacher

- It is the class teachers/teaching assistant's responsibility/ responsibility of the office staff to be aware of children in their class with restricted pick up information and act upon this information appropriately when dismissing a child from school.
- Children attending After School Club are taken by an adult in school to the library where they are registered by the club staff.
- It is not permissible for anyone who is not on the child's contact list to collect a child from the school without prior approval of a parent/guardian e.g. If a child is going home with another child permission must be given by the child's parent/guardian to a member of staff, preferably in writing.
- In an emergency when a parent contacts the office to provide a verbal arrangement for the collection of their child, office staff must ring the parent back using our Arbor contact information to establish the validity of the caller.
- It is not normally permissible for older siblings, under the age of 16, to collect a child from the school. Any deviation from this would need to be agreed with the Headteacher.
- Children are required to leave the school grounds promptly unless they are engaged in an after-school activity.
- No parent/ carer can enter the school building/classrooms via the school's external doors unless escorted by a member of the school staff or have been signed in by the school office staff. (Children who attend Fun4kidz or After School Clubs will still be in the school building until 3.30pm/4pm)
- Any child who is still waiting for a parent at 3.30pm is to be escorted to the office and the parent of the children is to be contacted by a member of the office staff.
- Children being collected after 3.30pm, unless at an after-school club, must be signed out via the school office.
- Parents who have an emergency or are late picking up a child, must contact the school office so that an arrangement can be made between the Headteacher and /or Fun4Kidz.
- If the school staff are unable to contact any adult on the child's contact list by 6pm Social Services will be contacted to provide emergency care.
- It is the responsibility of every member of staff to ensure external doors are closed securely after the children have been dismissed from classes or after school clubs to ensure children and staff are safe after school hours.

Members of staff receiving and dismissing children must be polite but clear to parents/ carers that they cannot enter into conversation with adults until all the children have been safely dismissed. The priority is always the safety of our young children.

This policy will be reviewed regularly.

October 2025

Signed _____ Date _____ Headteacher.

Signed _____ Date _____ Chair of Governors.