



# DIGGLE SCHOOL

Sam Road, Diggle, Saddleworth OL3 5PU

Headteacher: Mrs S Newton

Tel: 01457 601970

Email: enquires@diggleschool.co.uk

www.diggleschool.co.uk

## Policy for Admissions, Arrivals and Departures

**This policy is 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 session.**

### Admissions

It is the responsibility of staff to ensure that an accurate record is kept of all children in school, and that any arrival or departure to and from the premises is recorded in a separate register held in the Office. When a child arrives late, parents must take the child to the school office whereby their arrival will be recorded.

Records of daily registers are kept by the school for the recommended time as directed by the Local Authority.

The school's designated persons for safeguarding children is Mrs Newton Headteacher.

### Arrivals

Members of staff will be on duty on the doors to welcome the children in to school in the morning and to take any messages for the class teacher. In Reception class the children enter through their own classroom door. The school doors open at 8.40am and close promptly at 8.50am in Key Stage 1. And 8:50am and close at 9am in Key Stage 2

**It is the parent/carers responsibility to ensure that their child enters the school building. Under no circumstances should children be left unaccompanied on the school premises.**

Teaching staff will be in their classrooms to greet the children and ensure a good start to the school day. The electronic register is taken at 8.50am in Key Stage 1 and 9am in Key Stage 2 and children arriving after this time are recorded as arriving late.

Diggle School operate 'first day calling' to parents of children who are absent. This is to ensure that the school knows where children are at all times and to work with parents to ensure that attendance remains at the Government's expected level of 95%. Daily registers are completed between 8.55am and 9.00am and teachers return a form to the school office by 9.05am every day listing which children **are absent**; this is to ensure that registers have been completed accurately and parents can be contacted swiftly to explain any non-attendances.

### Gates

The main gates to the playground will be locked during playtimes and lunchtimes.

### Departures

Teachers will escort their classes to their respective doors of departure daily at 3.10pm in Key stage 1 and 3:20pm in Key Stage 2. Parents/carers are expected to be in the appropriate place in order to collect their child. Children in Year R are kept in their classrooms until their parent/carer has arrived to collect them. Children will be sent out of their classroom door one at a time.



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All children not collected within 10 minutes of the end of the school day will be taken to the school office whereby attempts will be made to contact the parent.

If children are to be collected by someone other than the parent/carer, this must be indicated to a member of staff by an adult for all children in Reception Year 1 and Year 2 either at the door in the morning or via a phone call. The pick up information will be recorded on a whiteboard in the classroom so that should another member of staff other than the teacher dismiss the class they know the arrangements. In addition to this, the nominated person will be asked for and must know the password to be able to collect the child from school. If they do not know the password, then the parent/carer of the child will be contacted before allowing the child to leave with nominated person.

Children in Reception, Year 1, Year 2 and Year 3 must be collected by an adult, (a person 18 years or over). Children in Year 4 and above can be collected by an older sibling.

In Key Stage 2 if a child comes in with a verbal or written message in the morning, the teacher will make a note of it and then check with the named adult that the arrangements are correct at the end of the day. This is to encourage the children to become more **responsible** about delivering messages. However if the named parent is not aware of the situation or the child does not mention it until the end of the day a phone call to parents will be made.

If a child is expected in BASC then a phone call will be made to clarify arrangements.

Diggle School refuses permission for a child to walk home alone below year 5.

If a parent/carer or alternative nominated adult is going to be late to collect their child then they must contact the school office to notify them. If the designated adult is late picking up their child without prior warning then the child will be taken to the office as stated above. Children are not allowed to walk home alone in any year group from an after school activity if it dark.

## **Departures - Medical Appointments**

If a child needs to be taken from school during school hours, e.g for a medical appointment, then the parent/carer must notify the school office in advance of the intended appointment. At the time of collection, the parent/carer must attend the school office to collect the child and must not go directly to the child's classroom.



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## **Departures - Accidents/Unwell children**

If a child is unwell or has an accident during the school day, then every effort will be made to contact the child's parent/carer. 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. In the case of a serious accident or medical emergency, then medical help will always be sought before a parent is contacted.

Updated September 2022

Date for Review September 2025