



City of Rochester School Arrival and Departure of Pupils

The school's arrival and departure procedure has been adopted to support the safety and well-being of our 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 staff members assigned to this duty are: Kelly, Sandra and Sheila. No other staff member should be in the reception area at the beginning or at the end of the day.

Arrivals

The taxi company is Canada Cabs (Lorne Brown – 07527990505). All drivers and escorts have been issued with a Medway Council ID badge – in **pink** to indicate that this individual has an enhanced DBS in place. **Staff should ensure they see this badge on arrival and on collection of pupils.**

Pupils should not arrive at school before 8.45am, unless prior arrangements have been made with staff. Pupils are in the care of and are the responsibility of their parents or those who bring them to school until the school doors open at 8.45am. Parents and pupils should enter the school via the View Road entrance.

On arrival to school, pupils will drop off their belongings and sit quietly if they arrive before 8.45am.

Students will enter the school and go to the appropriate classroom. Members of staff will take the register. Any pupils arriving at school after 8.45am will push the buzzer at the school entrance and wait for a member of staff to open the door. The School Registrar will contact the student's parents if he/she is not at School by 09:15am and prior arrangements have not been made. This will ensure that parents and staff know where pupils are at all times. This information will be communicated to class teachers.

Discussions with teachers/staff

Discussions with teachers/staff are welcomed at anytime before school starts if there is an urgent issue. Any meetings must be concluded by 08.40 where possible. Meetings should be pre-booked if the matter is not urgent.

Early departures

Early departures must be pre-arranged by parents/carers with staff members. If the pupil is to be collected by someone other than the parent/carer, this must be indicated to staff before collection. Parents/carers will collect pupils from the main school entrance. **See Section on Emergency Non-Parent/Carer Pickup below.**

Departures

School finishes at 3:15pm. Parents/carers are expected to pick up their pupils promptly after school. Permissions and arrangements for pupils leaving the school at the end of the day will be a matter for discussion between the school and parents/carers, based on the understanding of a pupil's age, maturity and previous experience. Parents/carers/taxis should park their cars in the View Road car park as it is the safest option.

A member of staff will supervise students travelling home by taxi each afternoon. This staff member will ensure that pupils get into the correct taxi. Taxi drivers and/or responsible adults should come to the door of the school to collect their respective children. If taxis have not arrived by 3:30pm, students will be taken back into school and the relevant taxi company and parent(s) will be called.

Emergency Non-Parent/Carer Pickup

No adult other than those known will be allowed to leave the school with a pupil. In the event that someone else should arrive without prior knowledge, ID will be checked, the school will telephone the parent/carer immediately and await his or her advice. Parent/Carers will be required to pass on their password to the designated person who will be collecting the child. No pupil will be released without this.

If the parent/carer or alternative nominated adults know they are going to be late to collect their pupil, school staff must be informed. If the designated adult has not arrived at school by 3:30pm a member of staff will call all contact numbers on record to arrange pick up. A member of staff will remain with the pupil at school until he/she is picked up.

Members of staff will be available after school to ensure student safety and meet with parents. Staff should also ensure their pupils have their home:school contact book and that this has been completed with any essential information.

Alicja Emmett
Headteacher
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