



## **Arrivals and Departure Policy**

Policy owner	Headteacher	September 2025
Formally endorsed by	Trustees	
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## **Arrival and Departure Policy**

*St Paul's Waldorf School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*This policy includes the actions the school will take if a child remains uncollected by an adult at the end of the school day.*

### **For all children:**

- Please call 0207 226 4454 if your child is late or if due to unforeseen circumstances you are delayed in picking up your child.
- The Class/Kindergarten teacher should be made aware of the arrangements for collection. This includes children regularly travelling home by themselves and/or if your child is to be collected by someone other than their parent.
- Continual lateness at the beginning of the school day or in picking up a child will be a cause for concern and will lead to a meeting with the relevant Class/Kindergarten teacher to begin with.
- Any urgent messages can be received by the teachers as a written note via your child or the school office.

### **Entering and Exiting the School Premises**

The two entrances and exits to the school for children, parents and carers will be supervised by a member of staff during the busy arrival and departure times:

**8.15am – 8.30am**

**1.15pm – 1.30pm**

**3.30pm – 3.40pm**

#### **Kindergarten children**

Arrive and depart from the new entrance on Shuna Walk along the alleyway.

#### **Class I-VIII**

Arrive and depart from the Marquess Road Entrance.

Pupils arriving or departing outside of these times will need to speak to reception or press the intercom for entry. If you or your child arrives outside the times that the gate is opened, please ensure you do not let anyone in unless you know them. Ask anyone unknown to you to press the intercom to gain entry.

The class teacher must be informed when children are picked up at the middle of the day and the child need to sign out at reception.

#### **Arrival Routine – School**

- We ask parents to say goodbye to their children outside the gates. The exception is Class I parents who can enter the yard only and not entering the school.
- The main school door opens at 8.15am
- Children make their way to the hand washing basins and wash their hands before entering the school building.

- Children are expected to make their own way to their classroom from the School's front door.
- The School accepts responsibility for pupils 15 minutes prior to the start of lessons; this is at 8.15am for lessons beginning at 8.30am.
- The School does **not** take responsibility for children before 8.15am unless previously arranged with the individual Class teacher or a member of staff.

## **Departure Routine – School**

### **Class I to III:**

- Lessons end at 1.15pm or 3.30pm according to the timetable. Once the lessons end the children will get ready to leave the classroom. Please allow time for this to happen.
- Children from these classes are handed over to parents by the Class teacher at the end of each school day by the Marquess Road gate. We ask the parents to refrain from entering the School to pick up their children. Class I & II parents can enter the yard. Care will be taken for the teacher to see the parent and hand over each child and tick each child on the sign out sheet.
- If someone else will pick up a child in classes I to III, the parent will need to tell the school beforehand by contacting the [absence@stpaulswaldorfschool.org](mailto:absence@stpaulswaldorfschool.org).
- If the child has not been picked up the child will be taken to the reception and parents will be called.
- From the time a child is handed over the parents are fully responsible for the child.

### **From Class III onwards:**

- Lessons end at 1.15pm or 3.30pm. Once the lessons end the children will change and get ready to leave the classroom. Please allow time for this to happen.
- Class IV: Children either make their own way home immediately after leaving the building or are collected at 3.30pm by their parents at the Marquess Road gate. When children are allowed to leave from the classroom to go home on their own, parents will inform the Class Teacher in writing. We ask parents to refrain from entering the School yard to pick up their children.
- Class V-VIII: Children leave the school building by themselves and wait in the garden for parents to pick them up by the Marquess Road gate or make their own way home. We ask parents to refrain from entering the School yard to pick up their children.
- Parents will follow the usual procedure by calling the school office if a parent is late picking up, as the child will make their way inside the school building to wait.
- Parents should inform the school when the child begins to make their way home by themselves in writing.
- Some parents, not all, will choose to give their child a mobile phone for the journey to and from home. The parent will inform the school when this happens in writing, taking care not to give a phone with internet access when this is not allowed in school. Students must hand phones in at reception on arrival and be picked up at the end of the day.

## **Kindergarten – arrival and departure**

- The Kindergarten doors' open at 8.15am and the day ends at 1.15pm.
- Arrival time is between 8.15 and 8.30am.

- Parents are asked to use the St Paul's Road gate or the Shuna Walk gate by the hall.
- Late arrival: children can join the KG by using the intercom and a member of staff will open. The member of staff will take the child to their Kindergarten and sign the child in.
- If someone other than the parent is collecting your child, the name of that person must be written on the sign-in sheet. Each Kindergarten has a password to be given the person who collects the child.
- Kindergarten ends at 1:15pm and Orchard Group at 3:30pm. The children are handed over by the Kindergarten doors, once parents – or the person authorised to pick up the child – have signed the sign-in/out sheet.
- Teachers cannot hand over a child to a person who is not the parents, unless that person's name is on the sign in sheet and knows the password.
- If parents are late picking up after 1:15pm or 3:40pm, the children will be taken to reception and be collected from there. A teacher will stay with the child. Please see the procedure for children not picked up on time.
- Parents will provide school with an emergency contact should it not be possible to reach the parents.

The School does not accept responsibility for any children outside school after the main School door and gate are locked at 4.00pm, unless the child has an after-school arrangement with the class teacher (i.e. homework club, detention or other events) or the child is in after-school club which ends at 5.30pm.

**Children are not allowed back in school after 4.00pm** unless there's an event, club or prior arrangement. This is to ensure that children are always supervised and safe when in the school.

## **Break and lunch break time procedure**

### **Kindergarten**

All four Kindergarten groups share a garden, divided in two, which is enclosed from the rest of the garden surrounding the main building. Gates are always locked during break time. Each side has one or two groups out at the time, and they are supervised by KG teacher and Early Years Practitioner. They will be given time for hand washing before entering the school.

### **Classes I and II in the enclosed Garden**

Classes I and II will take longer time to finish their snack/lunch and get dressed and they will come out into the enclosed garden area at around 11:50am (first break) and 1:35pm (lunch break).

These two classes are supervised by two members of staff. The close proximity to first aid, telephones and support staff ensure security.

The gates are locked at all times apart from drop-off/pick-up times when a gate supervisor is in place.

At the class teachers' discretion having agreed with the headteacher, Class II can spend their lunch break on the green.

### **Classes III to V on the Green (St Paul's Open Space) during break**

Classes III-V will spend their breaks on the Green. The Green is a public space with 5 entrances. The children will be supervised:

Member of staff "supervisor A" will stand by the first gate leading into the Green. That supervisor ensures the safe transit from school to Green and vice versa. The gate supervisor A will see stragglers and keep track of those needing to return from the Green to the school.

The other two supervisors are actively looking after the children. They have brought their mobile phones, first aid box with medical information such as allergies and asthma and the school bell.

The Green (St Paul's Open Space) is divided into supervised zones:

Supervisor Gate: Gate close to school, observing the school entrance/exit

Supervisor A: Gate leading to Marquess Road, path leading up, the zone within the 'bowl' and the gate by the Rose garden.

Supervisor B: Gate leading to Ramsey Road and zone by the climbing frame and "dark area" behind the Rosebowl building.

### **Break with classes VI-VIII in St Paul's Shrubbery**

Classes VI, VII and VIII will spend their breaks at the Shrubbery. The 2 adults will take them for safe supervision. The supervisors bring mobile phones, first aid box. Medical information such as allergies and asthma are kept on the server.

**All breaks are risk assessed and reviewed in EY and Teachers Meeting regularly.**

## **PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME**

### **Failure to collect a child at the agreed collection time - Kindergarten children and School age children without parent consent to travel home alone including Lunch and After-School Club**

The responsibility of children who are not collected from school rests jointly with Children's Social Care and the School's Head Teacher, who will work in partnership to ensure at all times the needs to the child.

All children must be collected by a parent/carer or designated person in accordance with this policy. If for some reason a child is not collected at the agreed collection time, the following steps should be taken:

- If a child is not collected at the agreed collection time the child, is taken to the reception after 15 minutes to see if any messages have been left by the parent/carer.
- If the parent/carer has not contacted the school or left a message, office staff will then attempt to contact parents/carers and other emergency contacts by telephone, leaving messages as appropriate.
- While office staff is making the phone calls, the child will be in the care of the Teacher, Lunch Club Leader or After-School Club Leader.
- After 30 minutes from the end of the day (1.15 or 3.30pm) the child will be placed in Lunch or After-School club and a charge will be made to parents at the appropriate rate.
- In the event of no contact being made after one hour has lapsed, the DSL (in the DSL's absence, DDSL or HT) will contact the Social Care Duty Officer of the relevant Local Authority. Social Care will make emergency arrangements for the child, will arrange for a visit to be made to the child's house and will check with the Police. **(After-School Club Leader will contact DSL if it has progressed to this stage).**
- We undertake to look after the child safely throughout the time that the child remains under our care, until such a time as the child has been collected by a parent or person nominated by a parent, or until appropriate alternative care arrangements have been made with Social Care and/or the Police in order to give priority to the child's safety.

- In the event that the child's care is passed over to social services, the person in charge must attempt to leave a telephone message for the parent/carer advising them of the child's whereabouts.
- Staff will not undertake either to take the child to their own house, to the member of staff's own home or away from the school premises while waiting to be collected, unless placed in the care of social services.
- If there are any immediate, urgent concerns about a child's safety, the school will contact the Police 999 Emergency number.
- A full written report of the incident will be recorded on CPOMS.
- A record will be kept on CPOMS of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents.
- If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the school's safeguarding policy and procedures.

This policy links to the following policies:

- Attendance Policy
- Lost Child Policy