OVERFIELDS PRIMARY SCHOOL

Arrivals and Departures Policy

Reviewed :	September 2026
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This policy is been reviewed annually	

The Senior Leadership Team monitor the safeguarding arrangements for your children, and this includes their arrival at school and when they leave at the end of the school day.

Please read the following information regarding arrival and departure procedures, as it reflects our current School Policy. If you have questions regarding the operation of this Policy please speak to a teacher in your child's Year Group.

Breakfast Club

Parents or Carers must see children safely into breakfast club.

All children who attend Breakfast club must be dropped off at the Year 3 / 4 door and handed over to an adult. Parents must not drop children in the Car Park, or roads around school.

Children must be pre- booked into Breakfast club. Children can be booked into our Breakfast Club through the Arbor app. School has a paid option from 8.45am – 8.15am and a free option from 8.15am onwards.

For your information the earliest 'Request for an Explanation of Absence phone call' (First Day Contact) will be made at 9.15am after registration has closed.

School Arrivals

Overfields Primary School is supportive of families and children who walk or cycle to school; promoting their activities in an effective way to increase physical activity and bring environmental improvements to the area.

School gates are opened at 8.30am.

A member of staff from each area of school will come out to greet their class and supervise them coming into school via their class door at 8.40am. This member of staff is a point of contact for parents and carers to ask questions or share concerns.

All pupils remain the responsibility of their parents and carers till they enter school at the start of the day, as per the times below. Families should ensure appropriate supervision for their children till this point, and also at the end of the day.

Appropriate supervision must be an appropriate individual aged 18+ for children in all year groups, apart from Year 5 and Year 6.

For pupils in Year 5 and Year 6, if a parent or carer is not present, your child will be responsible for their behaviour whilst on the school premises either before or after school. Paren and carers may be asked to supervise Year 5 or Year 6 pupils if school have concerns regarding unsupervised behaviour.

Year 5 and Year 6 pupils may walk to and from school unaccompanied by an adult providing the appropriate consent has been completed on Arbor. School undertake road safety work with pupils and we also ask parents to reinforce this message and for children to always cross at the supervised crossing point on Allendale road with a Redcar & Cleveland road safety officer

Parents and carers are responsible for ensuring their child attends school regularly. Parents in Year 5 and Year 6 should consider if their child can be reasonably expected to walk to school alone based on a range of factors and risks such as: traffic, clear pedestrian walkways, safety in the community .

Please see Appendix: Safeguarding Arrangements for Children's Independent Arrival and Departure from School.

Timings of School

Nursery morning session 8:40am to 11:40am. Nursery afternoon session 12:15pm to 3:15pm

Reception morning sessions 8.40am to 12.00pm and afternoon session 1.00pm to 3:15pm.

Year 1 to Year 6 morning session 8.40am to 12.00pm, afternoon session 1.00pm to 3:15pm.

Parents are therefore asked to accompany their child onto site and stay with them until the Year group doors are opened and they enter school.

Absence

If your child(ren) are absent please inform school asap. If we have received no prior contact we will contact you at 9.15am to ensure your child is safe. We contact the parents of children in our older classes first as many come to school unaccompanied.

School Departures

School gates are opened at 3.05pm. School finishes at 3.15pm. Parents are asked to collect their child(ren) from the playgrounds (reception children are collected from the outside classroom door) where staff hand over children to recognised adults (above 18 years of age).
With parents prior arrangement Year 5 and 6 children are allowed to leave unsupervised. Should there be concerns around your child leaving school independently, the school may ask you to collect them for a period of time.

Variations to this Policy

Special arrangements are occasionally made for individual pupils, classes, or for the whole school. These may include for events, visits, adverse weather or Government instruction. This will be done with the agreement of the Executive Head Teacher or Head of School.

Mrs Tracy Watson Executive Head Teacher

Appendix: Safeguarding Arrangements for Children's Independent Arrival and Departure from School

Introduction

The Senior Leadership Team monitor the safeguarding arrangements for your children, and this includes their arrival at school and when they leave at the end of the school day.

Please read the following information regarding independent arrival and departure procedures, as it reflects our current school policy. If you have questions regarding the operation of this policy please speak to your childs teacher.

Year 5 and Year 6 Independent Arrivals and Departures

With prior consent, Year 5 and 6 children are allowed to leave unsupervised. Parents, who wish their child to walk to school or home from school unescorted by an adult, must adhere to the following guidelines:

• Parents must have registered with the school, via Arbor, that they are prepared for their children to walk directly to school or home from school at the start and end of the day. Appropriate notice should be given if changes to these arrangements are needed.

• Children should be in Year 5 or Year 6.

• It is the parents' responsibility to check the route that their children may walk in order that they may make an assessment of the appropriateness of the journey. Crossing of fast roads, walking through secluded areas is to be discouraged. A single route should be agreed.

• Parents must be certain that children have an awareness and understanding of the Green Cross Code and stranger danger. It is parents' responsibility to ensure they are sufficiently happy that their child is capable of undertaking the proposed journey safely.

• Parents must consider inclement weather and children should be dressed appropriately.

• Parents should check their children know their home phone number (plus one other emergency contact).

Preparing your child to make an independent journey

There are many ways you can prepare your child to make an independent journey.
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 to walk with your 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 find their way on their own, in preparation for walking with friends or alone when they are older.

Teach your child to:

• Pay attention on to traffic at all times when crossing the street; never become distracted.

• Always cross at the intersection where there are traffic lights; do not cross in the middle of the road. Alternatively, cross in a place where you can see clearly in all direc ons.

• Avoid parked cars or bends in the road.

• 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.

• Remember that it is hard to judge the speed of a car so be cautious.

• Never, ever, follow someone who is either a stranger or someone they know but not a designated "safe" adult.

When deciding whether your child is ready for this responsibility you might want to consider the following:

1. Do you trust them to walk straight to school or straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know what to do if they needed help?
7. Would they know who best to approach to get help?

If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own.

If you decide that your child is ready for this responsibility, then you must inform the school by giving your consent via Arbor. Your child will be prevented from walking independently unless this permission has been given.

If a parent or carer is not present, your child will also be responsible for their behaviour whilst on the school premises either before or a er school. No child is permitted to play ballgames, ride scooters or bikes or play on the school equipment in school grounds before or after school.

Should your child's behaviour not meet school expectations on school grounds or in the wider community, you will be asked to accompany or collect them for an agreed period of time.

IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE, PLEASE ENSURE YOU LET US KNOW THROUGH ARBOR IMMEDIATELY