



North East
Learning Trust

Arrivals and Departures Policy (Primary)

Review date: February 2026
Date of next review: February 2028

Review history

Review Date	Reviewer	Approved by	Date approved	Implementation
February 2026	Headteacher	Executive Headteacher	February 2026	February 2026
February 2028				

Recent revisions

Issue No.	Date	Revisions made
1	February 2026	New policy

1. Purpose

This policy sets out the Middleton-in-Teesdale Academy expectations for the safe and efficient arrival and departure of primary pupils within the Trust.

2. Admission and Attendance Procedures

2.1 Registers

- Schools must record attendance using the Trust-approved MIS (e.g., SIMS/Arbor).
- Registration opens and closes according to school-specific times:
AM Registration: 9.15am
PM Registration: 1.15am
- Registers must be submitted promptly by teaching staff.
- Administration teams must run missing marks reports and complete first-day response procedures by 9.30am.

2.2 Late Arrivals

- Pupils arriving after the close of registration must be signed in at the school office by a parent/carer or responsible adult.
- Office staff must record the late mark on the MIS.
- Schools may choose to escort late-arriving pupils to class or allow them to walk independently depending on age and site layout.

2.3 Early Departure / Medical Appointments

- Pupils being collected during the school day must be signed out by an authorised adult.
- The adult must be on the pupil's approved contact list.
- Any concerns regarding collection arrangements must be referred to the Designated Safeguarding Lead (DSL).

3. Arrivals (Start of the school day)

3.1 Gate Management

- **Gate Location: Playground**
- **Opening Times:** 8.40am
- Gates should be supervised by facilities/administrative/SLT staff to ensure pupil safety.

3.2 Arrival Timings

- Arrival times are as follows:

Nursery	8.45am
Reception	8.45am
Year 1	8.45am
Year 2	8.45am
Year 3	8.45am
Year 4	8.45am
Year 5	8.45am
Year 6	8.45am

3.3 Staff Responsibilities

- Teaching staff greet pupils on arrival.
- Designated staff supervise entrance doors and close them at 8.55am.
- Class teachers complete final headcounts once pupils enter the classroom.
- Any safeguarding or pastoral concerns raised by parents should be passed to relevant staff or the DSL.

3.4 First Day Response

- Schools must attempt contact with families of pupils absent without explanation by 9.30am.
- Concerns or failed attempts at contact must be escalated to the DSL.

4 Departures (End of the school day)

4.1 Departure Timings

- Departure times are as follows:

Nursery	3.00pm
Reception	3.15pm
Year 1	3.15pm
Year 2	3.15pm
Year 3	3.15pm
Year 4	3.15pm
Year 5	3.15pm
Year 6	3.15pm

4.2 Gate Opening and Site Access

- Gates open at 3.00pm for parents/carers to enter designated waiting areas.
- Parents may access specified yards/playgrounds but must remain at a safe distance from exit doors.

4.3 Handover of Pupils

- Pupils should only be released to named, authorised adults over the age of 16.
- Any changes to collection arrangements must be verified by office staff using a **call-back system** with a password or other approved safeguarding procedure.
- Where a parent is late, schools should follow their local late-collection procedure, including a defined supervision point (e.g., the school office).

4.4 Independent Travel (Year 5 and Year 6)

- Schools may allow Year 5 and 6 pupils to walk home with written parental consent.
- Any concerns about safe travel must be escalated to the DSL.

4.5 Missing Pupils

If a pupil cannot be located at collection time:

1. Inform DSL immediately.
2. Identify the staff member who dismissed the child.
3. Initiate internal search procedures.

5 Gate and Site Access Management

5.1 Standard Gate Opening Times

Time Window	Purpose
8.35am	Main school arrival
3.05pm	End of day departure

5.2 Vehicle Gate / Delivery Gate Arrangements

- Playground gates remains locked other than during arrival and departures.
- Deliveries arrive through the staff car park and do not affect the gate opening and closures.

6 After School Procedures

6.1 After School Procedures

- After school clubs finish at 4.15pm
- Pupils must be collected by an authorised adult, from the main reception unless alternative arrangements have been approved by the DSL.

7 Behaviour and Parent Conduct

- Dogs (except assistance dogs) should be kept off site.
- No vaping/smoking.
- No filming/photography.
- Respectful conduct
- Any confrontation: staff withdraw, call SLT, record on [CPOMS.

8 Contingency and Critical Incidents

8.1 Severe Weather

- Activate Wet/Ice Plan (grit priority paths; open alternative entrances; deploy extra staff). Pupils will arrive and exit via the main entrance.
- Severe rain/wind – pupils will arrive/exit via the main entrance.

8.2 Lockdown / Evacuation

- Follow school's lockdown procedures. Please see Lockdown Policy.

8.3 Gate Failure / Staff Absence

- In the event of staff absence, the duty must be covered by another member of staff.

9 Safeguarding

- All arrival and departure procedures operate within the Trust's safeguarding and child protection policies.
- All concerns must be reported to the DSL or deputy DSL without delay.

10 Linked Policies

This policy operates alongside:

- Safeguarding
- Attendance
- Behaviour and Rewards
- Lockdown Policy