



# Nottingham Nursery School & Training Centre

## Arrivals and Departures Policy

### June 2023

**Our School will give a warm and friendly welcome to each child and parent on arrival and ensure that the children depart safely at the end of each session.**

#### Arrivals

On arrival, parents take their child to their classroom door, via the playground. In the classroom a member of staff will record the child's attendance in the daily register. The register marks are recorded on SIMS electronically so attendance can be monitored. If you arrive late for your session, you will be asked to sign your child in on our InVentry console which then updates the register in SIMS.

#### Departures

Once the internal doors are opened, parents can make their way to their child's class via the playground for handover. The adult nominated to collect a child must be one of those named on the Admissions Form. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children. If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. In the event that someone else should arrive without prior knowledge, the School will telephone the parent/carer immediately. If the parent/carer or alternative nominated adult is going to be late to collect their child, you must inform us as soon as possible by calling or texting the office. If the designated adult is late in picking up their child, the provisions of the Uncollected Children Policy will be activated, and/or the parent will be charged a 'late collection' fee (currently £5 for each fifteen minutes).

On departure parents will be informed of any first aid administered or any incidents of success or concern by their key person.

If you are collecting your child outside of the normal session times, you must sign your child out using the InVentry console in reception.

#### Absences

If a child is going to be absent from a session, parents must indicate this to the Nursery in advance. Leave of absence forms must be completed by the parent for planned absences. If your child is ill, please contact nursery by phone or text to explain their absence, before 9am on the day of absence. If a child is absent without explanation, staff will contact the parents/carers to try to ascertain the reasons behind this. All absences are chased for an explanation and recorded.

This policy will be reviewed every 3 years.