University Schools Trust
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Cyril Jackson School
Part of University Schools Trust
Inspiring Minds Through Opportunity

Arrivals and Departures Policy

December 2025

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0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
2014 – 2015 March	All	New Policy
2018 - 2019 December	All	Update Vision and Values
2021 - 2022 July	All	Update Vision and Value
2024 – 2025 December	All	Reformatting
2024 – 2025 December	Section 8	Addition of school opening hours
2025 – 2026 December	All	Date change
2025 – 2026 December	All	Update to legislation and guidance
2025 – 2026 December	All	Update to elm drop off and collection times

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1. Definitions

The "Trust" refers to the company known as the University Schools Trust, East London and all Trustees, Governors and Staff who work within it.

"The school" refers to an individual academy within the Trust, as denoted by their Unique Reference Number. As such a 'school' may span one or several phases of education to the individual academies within the Trust. Depending on the context the term "School" may refer to a singular academy or to all of the academies within the Trust but as separate entities.

"Schools" have a legal duty to work in partnership with families and to involve all those with parental responsibility in their child's education.

2. Scope of the Policy

This policy is part of the school's policies for safeguarding children. Our school is a friendly and welcoming environment and we wish to ensure that all children on arrival positive start to the day and that they depart safely at the end of each session.

3. Links to Legislation and Guidance Documents

3.1. Relevant Internal Documents

This policy should be read in conjunction with the following policies and documents.

- Antibullying Policy
- Behaviour Policy
- Child Protection Policy
- Complaints Policy
- EYFS Policy
- Fire Evacuation Procedures
- Health & Safety Policy
- Home School Agreement
- Safeguarding Pupils Travelling to and From School
- SEND Policy
- PDP

3.2. Relevant External Documents

Relevant external documents to refer to are the:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2025) 'Keeping children safe in education'

4. Morning Arrivals

At least 2 members of staff will be on duty (listed in PDP) in the both South and North Building playgrounds during the opening times for arriving in the school:

- NB from 8:40 am – 8:50 am each day
- SB form 8:25 am – 9:00 am each day

It is very important that children arrive at school on time, the school day starts at 8:50am in the North Building and 9:00am in the South; however the school bell will ring five minutes before school day starts and children are expected to be in the school playground by this time.

In Key Stage 1 and Key Stage 2 children will be expected to line up in the allocated areas in time for Physical Training.

- NB from 8.45 am bell rings - Stat of lessons 8.50 am each day
- SB from 8:55 am bell rings – Start of lessons 9:00 am each day

In the Nursery and Reception we operate drop in times from 8:55 am Staff will open the door when the bell rings. In this way information can be shared between home and school at the beginning or end of each session to ensure children's welfare is given high priority. Parents will be encouraged to come into the Nursery and Reception to share the experience with their child and support them with their early morning learning.

On arrival, a member of staff will immediately record the child's attendance in the daily register, and the send the register to the office by 9:00 am in the North Building and 9:10 am in the South Building.

Any children arriving after the external door has closed **must** come into school via the front reception door and register with the office staff.

Any children not accounted for by 9:30 am, office staff will endeavour to contact parents to ensure the child is ill and unable to attend and has not 'dawdled' on way to school, ensuring parents and school know where children are at all times.

5. Gates

The school's main gates to playgrounds will be opened from 8:30am and will be locked at:

- 9:00am NB Gates – reopened at 3:10pm
- 9:10am SB Gates - reopened at 3:20pm

6. Breakfast Club Provision

The Breakfast Club at Cyril Jackson School is available every day from 8:00am in the North Building Hall ; however there are only limited number of places available and parents will be required to apply

if they wish there children to attend on a full or part-time basis. Priority places will be given to working parents.

A small charge is payable per day, please refer to the Charging Policy for further details on costs.

A member of staff will escort children from Year 5 and 6 to their designated playground and those children from Nursery to Year 4 will be escorted to their designated teacher or member of support staff.

7. End Of Day Departures

Elm staff will escort Elm out of school every evening and premises team will be on duty in the playground in the SB from 3:00pm to 3:10pm. KS2 Teachers will escort their own class out of school every night and be on duty in the playground in NB until 3:25 pm and SB until 3:35pm. Foundation Stage and KS1 children will need to be collected from their classroom doors. We insist that parents are patient in dismal of children so that staff are able to ensure all children are given to an appropriate adult. All children not collected within 5 minutes will be escorted by a member of staff to school office.

All children in KS2 are to be taught to return to school if the person collecting them is not at the designated place.

Parents will be asked to provide in writing at least three named persons who have permission to collect their child at the end of day. Permission and arrangements for children be collected at the end of the day will be termly reviewed. The adult nominated to collect a child must be one of those named by the parent. Only adults – aged 18 years and over – and with suitable identification, will be authorised to collect children. If the parent/carer or alternative nominated adult is going to be late to collect their child, school office must be informed.

Upper KS2 children are welcome to walk home alone with their parents' permission. (See travelling to and from school policy) a permission slip will need to be completed. The policy sets out guidance for parents about preparing their child to walk home independently. This includes questions for parents to consider, such as:

- Do you trust your child to walk straight home?
- Is your child road safety aware?
- Would your child know what to do if he/she needed help?

The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time.

No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

All children must be collected from clubs by an adult unless it has been approved by the headteacher.

Parents must ensure they are prompt when dropping off and collecting their children.
Where parents will be late, they must inform the office staff as soon as possible. If they are more than 10 minutes late, the pupil will attend after school club and a charge will be applied through Parent Pay.

8. School Opening Hours

Breakfast Club: Opens at 8:00 am and is optional for all pupils.

School Start Time:
Elm: Classes begin at 8:30 am.
North Building: Classes begin at 8:50 am.
South Building: Classes begin at 9:00 am.

Break and Lunch Times:
Morning break times vary between phases, but all pupils have a 20-minute break between 10:30 am and 11:30 am.
Lunch times vary between phases, but all pupils have a 45-minute lunch break between 11:30 am and 1:30 pm.

School End Time:
Elm: School day ends at 3:00 pm.
North Building: School day ends at 3:20 pm.
South Building: School day ends at 3:30 pm.

After-School Clubs (Optional):
First Hour: 3:25 pm to 4:25 pm
Second Hour: 4:25 pm to 5:25 pm

8.1. Daily School Time

North Building: 6 hours and 30 minutes (8:50 am to 3:20 pm, excluding breaks and lunch).
South Building: 6 hours and 30 minutes (9:00 am to 3:30 pm, excluding breaks and lunch).

8.2. Weekly School Time:

For both buildings: 32 hours and 30 minutes (6 hours and 30 minutes per day x 5 days).

8.3. Summary of Opening and Closing Times:

The school opens at 8:00 am for breakfast club, with classes starting at 8:50 am in the North Building and 9:00 am in the South Building.
The school day finishes at 3:20 pm in the North Building and at 3:30 pm in the South Building.
After-school clubs, which are optional, operate from 3:25 pm to 5:25 pm, with sessions in one-hour increments.