



North Ealing Primary School, Pitshanger Lane, London W5 1RP  
07719992880 | [contact@germansaturdayschoolealing.co.uk](mailto:contact@germansaturdayschoolealing.co.uk) | [www.germansaturdayschoolealing.co.uk](http://www.germansaturdayschoolealing.co.uk)

## **Arrivals and Departure Policy and Procedure for German Saturday School Ealing**

### **1. Arrival procedure**

Children need to be dropped to the appropriate class room by the person who is responsible for them upon arrival (Parent or guardian).

The person dropping off must make the teacher or person in charge aware of their arrival.

Both the person dropping off and the teacher will then spend time exchanging information. Some of the information exchanged will be as follows:

Who will collect them at the end of the session? Are they in good health? If not what are the problems? If a child has an existing injury, bruises, bump or rash etc... Parents/guardians have a responsibility of informing staff of this when dropping the child off.

Parents should not spend more time than necessary on the school premises in line with North Ealing Primary School Safeguarding Regulations.

In case children are difficult to settle parents are still expected to leave the school premises, but are advised to remain nearby.

The arrival and departure time of each child will be recorded on class registers.

### **2. Departure procedure**

Children will only be released from the supervision of the school to parents or individuals named by the parent and subsequently recorded on the registration list.

Parents must arrive in good time to ensure collection before the session end or closure time (12noon). Parents arriving late at the end of either session may incur a late collection fine if still not on site by 12.15pm.



German Saturday  
School Ealing

Parents will be given feedback about their child's time spent in class and the children will be signed out on the registers by the teacher or person in charge.

In the event of children being collected by those other than them named and recorded the following applies:

The parent must inform the school without delay that they will not be able to collect their child. To help check identity the teacher or person in charge will call the parent back to discuss the details given by that of the person wishing to collect a child. A unique password set between Parent, Collector and school must be used and received before handing over a child into their care.

The parent must ensure that a \*suitable person will collect their child in their absence.

\* Suitable person must be over 16yrs old and be capable of caring for the child in the absence of the child's parent.

### **Contact details for German Saturday School Ealing**

**School tel. number: 07719 992 880**

This policy was reviewed on behalf of the Management Committee by

Anette Bennett and Eva Sturt

Directors

15.08.23