



Wakefield Grammar School Foundation

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Consultation	Heads XF Safeguarding Group Meeting
Checker Person Name / Title Quality Assurance	Penny Plumpton, Safeguarding Governor
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VALIDITY – Policies should be accessed via FireFly to ensure the current version is used.

CHANGE RECORD - REVIEW PERIOD 2 YEAR

Version	Date	Change details
V1.00	July 2023	Emma Gill and Richard Thompson - New policy written
V1.01	August 2025	Emma Gill - Reviewed

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WGSF Preparatory (FS1-Y6) Arrivals and Departures Policy

1. Introduction

This policy is part of the Foundation's safeguarding procedures. This policy will apply unless court proceedings dictate a different process needs to be followed for an individual pupil. If this is the case, please contact the Head of the relevant school. 'Parent' refers to all those adults with parental responsibility for a child.

Our schools will give a warm and friendly welcome to each pupil on arrival and ensure that they depart safely at the end of each session.

2. Arrivals

Pupils will be signed in by a member of staff at the Pre-Prep if attending Early Morning Care. In the Junior Sections, pupils will be supervised on the playground from 7.45am (QEGS and WGHS).

It is the responsibility of staff to ensure that an accurate record is kept of all pupils in school, and that any arrival or departure to and from the premises is recorded (in the school office). Similarly, when a pupil arrives late (after 8.45 am), the pupil/parent must report to the school office.

A member of staff will be on duty to monitor the playground entrance gate/door (Pre-Prep) each day. Pupils walk independently from the school gate/door (Pre-Prep) to their classroom – they should arrive by 8.45am.

If your child is not attending school you must contact the school office EVERY DAY (unless you have already clarified arrangements with the office – e.g. a hospital admission) your child is absent prior to 8.45am so that our absence records are accurate. Office staff will contact parents to clarify the reason for absence and why they are unable to attend.

3. Entrance Gates

The main (playground) entrance gates in each school will be locked at 8.45am. If a child arrives late (after this time), they must enter via:

- QEGS Junior Section - the main pedestrian gate (by the Estates Office) at the front of the school;
- WGHS Junior Section - the St. John's Playground gate using the intercom to gain access;
- WGPPS - the pedestrian gate using the intercom to gain access and then make their way to the Junior Section/Pre-Prep office.

4. Departures

A member of staff will supervise each class out of school at the end of the school day.

5. Pre-Prep

At the Pre-Prep we have different finish times dependent on the age of the pupils. This also helps with site security, limits congestion and ensures safeguarding procedures can be more easily followed by staff members.

- FS1: 3.15pm

- FS2: 3.20pm
- Year 1: 3.25pm
- Year 2: 3.30pm

In FS1, pupils will sit on the carpet and be called to collect their belongings when the member of staff on duty sees their designated adult.

In other year groups within Pre-Prep, pupils will line up with their member of staff at the door and raise their hand when they see the adult who is collecting. The member of staff will check to ensure they recognise the person collecting as one of those designated to collect. If they do not recognise the adult collecting, the member of staff will then ask the name of the adult collecting and check against the list of adults who have permission to collect. If the adult is not on the collection list, or the member of staff has concerns regarding the adult collecting, SLT (Senior Leadership Team) will be contacted and the pupil will be kept at school until a parent can be contacted.

Pupils going to After School Care or waiting room will be taken there by school staff and signed in.

If a pupil is attending an after school club, run by a member of school staff or an external company, the same procedures apply. If an external provider does not recognise a parent or is unsure whether a pupil can be collected, the member of SLT on late duty will be responsible for ensuring the pupil is collected, or parents contacted.

Older siblings from Senior Sections or other relatives can collect pupils but this must be pre-arranged and noted on the date collection request or on Firefly (see Annex 1).

6. Junior Sections

QEGS JS and WGHS JS have a slightly staggered finish time to help parents with collections if they have pupils in both schools. Finish times are;

- WGHS JS: 3.50pm
- QEGS JS: 3.55pm

Years 3/4

Pupils will line up with a member of staff on the playground and raise their hand when they see the adult who is collecting. The staff member will check to ensure they recognise the person collecting as one of those designated to collect. If they do not recognise the adult collecting, the staff member will then ask the name of the adult collecting and check against the list of adults who have permission to collect. If the adult is not on the collection list, or the member of staff has concerns regarding the adult collecting, SLT will be contacted and the pupil will be kept at school.

Years 5/6

Pupils being collected from the playground will line up with the staff member and raise their hand when they see the adult who is collecting. They will tell the member of staff who it is that is collecting (pupils will say the forename and surname and relationship to the child of the person collecting). The member of staff will check that they are on the list and that the pupil is happy to leave with that person. If the member of staff has concerns regarding the adult collecting, SLT will be contacted and the pupil will be kept at school.

All Pupils

If a pupil has permission to leave the school site unaccompanied, that pupil must ask the member of staff responsible for permission to leave.

All pupils must collect any possessions that need to be taken off site, including mobile phones, and then return to the staff member dismissing the class before departing off site or with a parent.

If a pupil is attending an after school club, run by a member of school staff or an external company, the same procedures apply. If an external provider does not recognise a parent or is unsure whether a pupil can be collected, the member of SLT (Senior Leadership Team) on late duty will be responsible for ensuring the pupil is collected, or parents contacted.

Collection lists will be kept at the school office for each school. These lists are updated regularly and information will be requested from parents as part of the annual data collection process.

7. Pupils using the school bus service

WGHS JS

Girls must tell the member of staff dismissing their class that they are on the bus. They must then go to the member of staff on bus duty to register with them. Due to the lack of a pedestrian crossing on Margaret Street, all pupils using the bus service will be escorted across Margaret street by a duty member of staff before making their way to their bus.

QEGS JS

If a pupil has permission to leave the school site unaccompanied, that pupil must ask the member of staff responsible for permission to leave to walk to their bus. Pupils are instructed to use appropriate crossings.

8. Collection by someone else

If a pupil is to be collected by someone other than the authorised adult recorded on the school records, this must be indicated to the school office in the morning. If a change to the person collecting is made during the school day, parents should notify the relevant school office before 2.45pm.

School Office Contact Details (phone number and email address)

Pre Prep	01924 231618	preprep@wgsf.net
Wakefield Girls Junior Section	01924 374577	wjoffice@wgsf.net
QEGS Junior Section	01924 373821	qjoffice@wgsf.net

Where possible avoid contacting the school office after 3pm with this information as the office is very busy. The adult nominated to collect a pupil must be named by the parent in communication with the school office.

An email will then be sent by the office to the parent(s) and the member of staff to confirm the arrangements that have been made for collection.

Older siblings and other relatives may collect pupils but only if this has been arranged and noted on the form at the end of this document.

9. Pupils in KS2 walking home on their own (Years 3, 4, 5 & 6)

No pupil in the Pre-Prep will be allowed to leave school alone.

There is no set age when pupils are ready to walk to school or home on their own. It very much depends upon their maturity and confidence. Therefore, with regard to pupils in KS2, we believe that parents should decide whether their child is ready for this responsibility. We would still **strongly recommend** that pupils in Years 3 and 4 are brought to, and collected from, school as outlined above.

In deciding whether your child is ready to walk to school and home on their own, you should assess any risks associated with the route and your child's confidence. Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness. There are lots of ways you can prepare your child to make an independent journey. Children who are driven to school do not always 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 route finding on their own, in preparation for walking with friends or alone when they are older.

Teach your child to:

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Cross at a designated crossing point whenever possible. Alternatively, cross in a place where you can see clearly in all directions. 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 is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your Pupil to be safe, such as a grandparent or trusted neighbour). If that person tries to convince your Pupil to go with them or tries to physically get close to them, then scream, "Help! This is not my dad!" or "Help! This is not my mum!".

The following video (link below) may be helpful to watch with your child. [First Journeys on Vimeo](#). This video is taken from the Government Think Road Safety website ([THINK! – Road safety](#)). This website contains a wealth of further information which may be helpful.

These are the same things we talk to the children about in school. We cover road safety each time we leave the site with the children and it is important that this is reinforced out of school.

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

- Do you trust them to walk straight home?
- Do you trust them to behave sensibly when with a friend?
- Are they road safety aware?
- Would they know what to do if a stranger approached them?
- Would they have the confidence to refuse to do what a stranger asked?

- Would they know the best action to take if a stranger tried to make them do something they didn't want to do (scream, shout, kick, fight)?
- Would they know what to do if they needed help?
- Would they know who best to approach to get help?
- Can they walk home with friends?

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 completing the slip below. **Your child will be prevented from walking home alone unless this permission has been given in writing.** Your child will also be responsible for their behaviour on their journey either before or after school. Should their behaviour not be acceptable you will be asked to accompany or collect them until they have proved they can be trusted again.

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.

10. Collection from fixtures/events/clubs

All children being collected from after school clubs/fixtures/events will follow the same guidance as above.

11. Collections during the day

If a pupil is to be collected before the end of the school day, the school is to be notified at the earliest possible convenience. On arrival at school to collect the pupil, the parent/carer will report to the school office, where the pupil will meet them. The parent/carer must sign out the pupil they are collecting and, if required, sign them back into school at the office.

12. Late collection

All pupils, in all schools, who are not collected within 10 minutes of the designated end of their school day are to be taken to After School Care (at which point this service is chargeable) – this includes pupils who are attending clubs when the club finishes.

From September 2025, WGHS JS After School Care will be combined with the Pre-Prep After School Care and therefore all girls attending WGHS JS After School Care will be collected by parents from WGPPS.

13. Non-collection

If the parent or alternative authorised adult is going to be late to collect their child, the relevant school must be informed of this as soon as possible. If no one arrives to collect a pupil, the pupil will be supervised in After School Care (at which point this service is chargeable). If no one arrives to collect the pupil at the end of After School Care and the parent cannot be contacted, the school will contact social services to inform them we have an uncollected pupil on the premises.

14. How will this data be collected? Where will this data be stored?

We will ask for the names of designated adults who have been given permission to collect your child from school annually as part of our data collection. Each year you will be asked to check and update this information. If this changes during the year, we have a Firefly page which you can use to change the information given to school. The annual data collection will only be sent to

the Priority 1 contact. If you are the Priority 2 contact and would like to add names to the list of people who have authority to collect your child, please contact the relevant school office and they will send you a link to the appropriate Firefly page, which can be used to submit this information.

Annex 1 (mandatory): For information reply will be collected digitally

WGSF - Adults/siblings authorised to collect your child from school

Person with parental responsibility to complete and submit. This information will be published on Firefly and viewable by all parents.

Name of Child:

Year:

Name(s) of adults with permission to collect your child from school (please include the names of any older siblings with permission to collect from school):

Names:

Relationship to Child

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

QEGS/WGHS Junior Sections - Permission for children to walk to and from school unaccompanied

Please note that this also includes your child walking off-site to meet a parent/carer at a nearby location.

Person with parental responsibility to complete and submit.

Name of Child:

Year:

I wish to inform you that my child will be walking to/from school on a regular basis. I will notify you immediately should this arrangement change.

I have read and understood the guidelines, systems and reasonable precautions set out in our Arrivals and Departures Policy.

i) My child will regularly travel home on public transport: yes / no

ii) My child will regularly travel home on one of the school coaches: yes / no

iii) My child will regularly walk home or walk to a location close to school: Yes/ no

Annex 3: Procedure for collection - advice to staff

Class lists containing the following information will be made available to staff:

- The Pupil's name.
- Names of adults/siblings with permission to collect each Pupil.
- Whether permission has been given for the Pupil to walk home, walk off site to meet a parent/carer or walk off site to use public transport.
- Whether the Pupil travels home on a school coach.

End of day procedure:

- Take your class out to the playground and line them up in the designated location.
- Pupils will raise their hand when they see the adult/sibling collecting.
- Pre-Prep Pupils
 - member of staff to identify the adult/sibling by sight and ensure they are known by sight as a designated person who has permission to collect.
 - If they are not known by sight, the member of staff must: Check the 'those with permission to collect list' to ensure the name given by the pupil is on the list.
 - member of staff will check that the pupil is happy to leave with that person.
 - If the member of staff has concerns regarding the adult collecting, SLT will be contacted and the Pupil will be kept at school.
- Y3/Y4 Pupils
 - member of staff are to identify the adult/sibling by sight and ensure they are known by sight as a designated person who has permission to collect.
 - If they are not known by sight, the member of staff must: Check the 'those with permission to collect list' to ensure the name given by the parent/carer is on the list.
 - member of staff will check that the pupil is happy to leave with that person.
 - If the member of staff has concerns regarding the adult collecting, SLT will be contacted and the Pupil will be kept at school.
- Y5/Y6 Pupils
 - They will tell the member of staff who it is that is collecting (e.g. mum, dad, auntie, sister).
 - Staff to check the 'those with permission to collect list' to ensure the name given by the parent/carer is on the list.
 - Member of staff will check that the pupil is happy to leave with that person.
 - If the member of staff has concerns regarding the adult collecting, SLT will be contacted and the Pupil will be kept at school.

If the member of staff has any doubts as to whether it is appropriate for the Pupil to leave with the person collecting, the Pupil must stay in school and SLT and parents/carers must be contacted to verify.