



ARRIVALS & DEPARTURES POLICY – SENIOR SCHOOL

This Policy relates to the Senior School

Links to other policies:

Transport Policy

Aims

To ensure the safety of all the children and staff.

Building Security

It is essential that doors to Teaching Blocks are kept locked. This applies equally whether it is a single remote classroom (e.g. Art, Food Technology, Sports Hall and Science Block) as to larger buildings (e.g. Nursery, Pre-School, Junior School and Main School).

Visitors

All visitors must report to the Main School Office on arrival. There they must fill in the visitor's book on arrival and departure, and they must wear a Moorland School Visitor Badge for the duration of their stay. Persons not known to the school must be accompanied whilst on the school site.

Covid-19

All visitors must also complete a Covid-19 declaration form and must wear a face-mask for the duration of their visit to Moorland. They must follow the School's rules and guidelines regarding PPE, sanitising and social distancing.

One parent may enter the school building when collecting or dropping off boarders. No parents are permitted to enter the dorms at any time.

Persons Prohibited from collecting children

All staff should be aware that some children are not allowed to come in to contact with members of their own family. In such circumstances a list is kept of each child and the names of those family members with whom contact is forbidden. This will be in the child's personal details. If one of those family members should call at the School, they must not be granted access and an authorised person must deal with the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

Senior School Arrivals and Departures

Arrival by Mini Bus

Senior students arriving by school mini bus are dropped off on the bus park; they should make their way to the Senior School Building for registration in their form rooms.

Arrival with Parents

Senior School parents delivering their children to school will park on the turning circle or outside the Junior Block. Students will make their way to the Senior School Building for Registration.

Departure by Mini Bus

Senior children will make their way to the bus park at the end of the final lesson. A member of staff will be on duty in the bus park until all buses have departed.

Departure with Parents

Senior children will make their way to the turning circle or car park area outside Juniors to parents' cars.

Reviewed and updated by Deborah Frost, September 2020

Next Review Date: September 2021