



North Ealing Primary School, Pitshanger Lane, London W5 1RP  
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## **Arrivals and Departure Policy and Procedure for German Saturday School Ealing**

### **1. Arrival procedure**

Children up to the age of 11 need to be dropped at 10 am sharp 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.

Any unknown issues relating to the child's wellbeing and safety need to be communicated to the teacher or member of staff upon arrival.

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.

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.

Parents will occasionally 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 person collecting has to be made known to the class teacher by the recorded parent or guardian of the child prior to collection.

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

22.07.2025