



Access Policy



Mullaglass Primary School endeavours to create a safe and secure environment. To ensure the safety of all children, the Board of Governors has implemented the following:

Supervision in the school playground commences at 8:35am. Pupils should not be on school property before this time.

Breakfast Club supervision commences at 7:45am in the school staff room.

Children do not have access to the classrooms before the school day begins. If pupils arrive before 8:45am, they should proceed directly to the school playground where they will be supervised. We encourage parents to drop their child off and leave promptly. Parents are not permitted to bring their child to the school playground in the mornings. At 8:45am, the bell will ring and the children will line up. Lessons begin at 8:45am.

The main entrance door should primarily be used by staff and parents (if needing to speak to the school secretary).

If parents/guardians need to speak to a staff member in the morning, arrangements should be made with the secretary.

Children who arrive at school after 8:45am should use the main entrance door if the garden gate is locked and report immediately to the school office to be marked present and to make lunch/dinner arrangements.

For Health and Safety reasons, playground gates will be locked during school hours.

Children who are to be collected early from school, parents/guardians report to main entrance door.

Children must be collected at 2:00 / 3:00pm, unless the children have approval from the Principal to participate in after school activities. It is our policy that children should be collected by their parent or a designated adult. If anyone else is to collect your child, please let us know. Children are to be collected from the school playground at the end of the school day.

Parent/guardians should use the main doors when accessing the school. The secretary or a member of staff will deal with any queries at the reception window. If the office is unmanned, please wait at the office until a member of staff arrives.

Parents/ guardians should not enter the classroom during school hours.

Any parent wishing to discuss any matter with the Principal or teacher should make an appointment through the office.

Parents are welcome to report any day to day incidents or information directly to the office either orally or in written form. This information will be passed to the class teacher.

If a parent urgently needs to speak to the Principal, arrangements will be made to accommodate an appointment bearing in mind the needs of the school and the Principal's teaching duties.

We appreciate the support of parents/ guardians in implementing these arrangements to protect and safeguard the school community and will review them as necessary.

Signed: _____ (Principal)

Signed: _____ (Chairman)

Date: _____