



Mountnorris Primary School



Access Policy

Mountnorris 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 8:40am. Pupils should not be on school property before this time.

Breakfast Club supervision commences at 8:05 in the School's Assembly Hall, and this can be accessed via the back entrance.

Children do not have access to the classrooms before the school day begins. Pupils arriving from 8:40am on, should proceed directly to their class's designated waiting area, in the back playground, where they will be supervised.

We encourage parents to drop their child off and leave promptly. At 8:50am, class teachers will meet children at the designated area and they will escort them into the classroom.

Children who arrive at school after 8:55am should use the main entrance door if the back door 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 should collect from the main office. Children must be collected at 1:50/2:50pm, unless the children have approval from the Principal to participate in after school activities. Pupils in reception will be accompanied by a member of staff to the main entrance at 12noon to be collected by their parent/guardian.

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 back 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.

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

POLICY REVIEW/DESIGN IMPLEMENTATION

It is the responsibility of the Board of Governors, in liaison with the principal, to monitor the effectiveness of this Staff Attendance and Leave Policy.

Designed	July 2023
Reviewed by Principal	-
Reviewed by Staff	August 2023
Reviewed by Parents/Guardians	-
Reviewed by Pupils	-
Reviewed by Governors	October 2023
Ratified by Governors	October 2023
Implemented	October 2023
Due for Review	August 2027

Chairperson: _____

Date: _____

