



# Access to School Site Policy

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Date adopted: Local Governing Body	9 <sup>th</sup> February 2023
Scheduled review date:	Spring 2025
Statutory or Best Practice policy:	Best Practice
Appendices:	No
School or Trust policy:	School

**Meeting your communication needs:**

We want to ensure that your needs are met. If you would like this information in any other format, please contact us on 01326 573187 or email [wendron@kernowlearning.co.uk](mailto:wendron@kernowlearning.co.uk)



## Policy Statement

Wendron is fully committed to the health, safety and well-being of all pupils, staff and visitors. This policy aims to outline the rules and guidelines for safe access to and from our school site, and has been set with the safety and security of your children as a top priority. This policy applies between 8.00am and 4.00pm.

## Context - School day

KS1	8.45am – 3.15pm	Staff in classrooms ready to receive children from 8.45 – children enter via external classroom door.
KS2	8.45 am – 3.15 pm	Staff in classrooms ready to receive children from 8.45 – children enter via external classroom door.

## Access

- Between 8am and 9am the school gates are open parents may use the one way system onto the playground and through the car park to drop off their children.
- Pedestrians must not enter or exit the site through the large car park gates.
- Pupils with bikes or scooters must dismount on entering the school site and push them to the bike shed. Similarly, on leaving the site, bikes and scooters should not be ridden until outside of the school perimeter.
- The gates to the car park will be open until 9.00 am when it is locked and then reopened again at 3.00pm.
- Pupils can arrive on site from 8.00am for breakfast club then from 8.45 onwards; the school does not provide supervision before this time and so pupils must not arrive earlier.
- At the appropriate times pupils enter and exit the building through their classroom doors.
- Between 8.50 am and 3.10pm all parents and other visitors must enter and exit the building through the main reception/school office area at the front of the school site.

## Access to School Site Arrangements KS1 (Reception, Years 1 and 2)

- On arrival at school children enter through their classroom door where they are met by a familiar adult.
- At the end of the day all parents are expected to collect their child from the white wall and escort them safely, on foot, to their vehicle and from the school site. Please note that staff will always be available around the outside of the building at this time but the child's safety, well-being and behaviour is the responsibility of the parent.



- Staff will always work hard to accommodate individual arrangements for collection but these requests must be made by the parent in person and in advance.

### **Access to School Site Arrangements KS2 (Years 3, 4, 5, and 6)**

- From the beginning of KS2, children are allowed to arrive on site at the beginning of the day and leave at the end of the day unaccompanied – this is entirely the parents' choice and responsibility. Children should not arrive at the school site before 8.45.
- Pupils must enter and exit the site on foot, pushing bikes and scooters as stated above.
- On arrival in the morning pupils go to their classrooms having left any accompanying adults by the white wall.
- Staff will always work hard to accommodate individual arrangements for collection but these must be made by the parent in person and in advance.

### **Access for Staff and Authorised Visitors**

- The school car park is for the use of school staff and visitors
- Parents are only permitted to drive on to the school site.
- Staff cars are to enter the car park through the IN gate and exit through the OUT gate.
- A speed limit of 5mph applies.
- Staff must be vigilant at all times when entering and exiting the site.
- Whenever possible staff should reverse in to parking spaces.

### **Access for Disabled Pupils**

- Pupils with a **mobility** disability may enter and exit the school site in a car e.g. in a taxi or family car

### **Outside School Premises**

In order to ensure the safety of our children and the orderly flow of traffic around the outside of the school site, we ask that all parents and visitors take notice of the following.

#### *Walking*

- When crossing the road please take care of traffic from all directions.

#### *Driving*

- Please always drive with due care and attention to pedestrians.



- On leaving, if you intend turning right towards the main road and the route is congested please instead turn left and take an alternative route – this will ensure traffic flow is maintained and cars are able to freely exit the school car park.

### *Parking*

- **Do not park in front of either of the 2 car park gates – these must be kept free at all times for emergency vehicle access.**
- In order to further assist, the following rules have been taken from **CORNWALL CIVIL PARKING ENFORCEMENT PROCEDURES** document published by Cornwall Council.
  - *Do not block entrances to private properties – dropped kerbs.*
  - *Do not double park.*
  - *Do not park on footways.*
  - *Do not park on ‘School Keep Clear’ markings or the yellow zig-zag markings near to schools.*

**Failure to do this, may result in your car details being reported to the police.**

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**Thank you for your co-operation**

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