

Constantine Primary School



Kernow Learning
Building Excellent Schools Together

Access to School Site Policy

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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 telephone: 01326 340554 or email:

Introduction

Constantine Primary School 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. We ask for your co-operation at all times.

Context - School day

KS1	8.45 am - 3.15 pm
KS2	8.45am - 3.15 pm

Access

- All access on to or off the school site for pupils and parents is on foot, through either front gates (Trebarvah Road) or the side entrance by pre-school (Trebarvah Road).
- During the school day parents and visitors can access the school Reception through the front entrance on Trebarvah Road.
- Pupils with bikes or scooters must dismount on entering the school site and push them to avoid collision with any pedestrians. Similarly, on leaving the site, bikes and scooters should not be ridden until outside of the school perimeter.
- Our school gates are open from 8am in term time. The access gates for pupils are shut and locked school at 8:55 and opened again at 3:15pm.
- Pupils can arrive on site from 8.45am onwards; the school does not provide supervision before this time and so pupils must not arrive any earlier.
- We do have a Kids Club facility that opens from 8am for pupils who have been booked in advance. Pupils attending this club can arrive from 8am and enter through the front doors. There is a fee for this facility (please read Constantine breakfast club and kids club policy).
- Between 8:55am and 3.15pm 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 via Trebarvah Road.

Access to School Site Arrangements

Reception, Year 1 and Year 2

- On arrival at school Reception pupils enter through the main front gates and use the gate on the left by Fal Class outside area to come into school at 8:45am.
- On arrival at school Year 1 and Year 2 pupils enter through their classroom doors and enter the school site by the side gate (near pre-school) at 8:45am.
- All parents are welcome to bring their children in to the classroom; lessons begin at 8.55 am. Please bring your child into the classroom through the doors on the veranda. Parents should also exit the site in the same way they came in.
- At the end of the day all parents are expected to collect their child from their classroom door and escort them safely, on foot, 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, wellbeing and behaviour are 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.

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 if a walking home slip is signed by the parent – this is entirely the parents' choice and responsibility.
- Pupils must enter and exit the site on foot, pushing bikes and scooters as stated previously.
- On arrival in the morning pupils enter school through the main front gates and enter the building through the KS2 entrance or the outside classroom doors.
- At 3.15pm pm Key Stage 2 parents are expected to collect their child from their classroom door (if not permission to walk home has been given). Please note that in KS2 it is the parents' responsibility to make arrangements for pupils' journey home; pupils are not handed over directly to parents as they are in the younger year groups
- 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 solely for the use of school staff and authorised visitors i.e delivery vehicles, and taxis collecting/carrying **unaccompanied** children **or a taxi provided by the Local Authority**. Parents are only permitted to drive on to the school site in the case of an emergency or to use the disabled parking space.
- A speed limit of 5mph applies in the school carpark.
- Drivers of authorised vehicles must be always vigilant when entering and exiting the site.
- Drivers of authorised vehicles should reverse into parking spaces.
- Contractors may use the car park only to off load work tools and materials before finding alternative parking nearby.

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.
- The staff car park has 1 disabled space which can be used by parents/carers of pupils with a mobility disability.

Outside School Premises

To ensure the safety of our children we ask that all parents and visitors take notice of the following:

Walking

- When crossing the road please look out for the safety of others and support younger or unaccompanied children to cross.

Dogs

- Dogs are not permitted on any of the school sites (except for assistance dogs and a therapy school dog).
- Please tether dogs well away from all school gates
- Please do not leave dogs unattended at the school gate.

Smoking and Vaping

- Smoking and vaping is prohibited on the school site.

Thank you.

Vehicles Authorised to Enter the Car Park

- School staff are authorised to bring their vehicle in to the school car park
- Parents of pupils with mobility disabilities or specific medical needs.
- Taxis are only permitted to use the car park for drop-off/collection if working on behalf of Cornwall Council transporting unaccompanied designated pupils of Constantine Primary School.
- Private hire taxis should use alternative parking and passengers to access the school grounds on foot.
- Goods delivery vehicles as individually arranged with the school.

Please note that no other vehicles are authorised to use the car park.

Use of the Car Park

When bringing a vehicle onto the school site, all users of the car park should adhere to and be aware of the following:

- Vehicles are not to exceed a speed limit of 5mph at any time.
- Cars should be parked in designated spaces only – strictly no double parking as access is required at all times for delivery and emergency vehicles.
- Cars should, wherever possible, be reversed into spaces to increase visibility when leaving.
- Constantine Primary School and Cornwall Council are not responsible for any loss or damage to or from vehicles parked on the school site at any time.
- Constantine Primary School reserves the right to refuse any vehicle/driver use of the car park.

Alternative Parking

Parking is available in the immediate vicinity of the school on the following streets: Trebarvah Road, Fore Street and in the public car park by Constantine Church.

Thank you for your co-operation
