



**St Francis**  
CofE Primary School



# Access to School Policy

Version Number	V1
Date Adopted by Governors	13 <sup>th</sup> February 2025
Scheduled Review Date	Spring 2027
Statutory or Best Practice Policy	Best Practice
School or Trust Policy	School

We want to ensure that your needs are met.  
If you would like this information in any other format, please contact us on  
01637 303106 or email [info@kernowlearning.co.uk](mailto:info@kernowlearning.co.uk).

**#AsOne**  
**Kernow** Learning

## Policy Statement

St Francis 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 4.15pm.

## Context - School day

KS1	8.45am – 3.15pm	Staff in classrooms ready to receive children from 8.35 – children enter via external classroom door.
KS2	8.45 am – 3.15 pm	Staff in classrooms ready to receive children from 8.35 – children enter via external classroom door.

## Access

- All access on to or off the school site for pupils and parents is on foot, through either of the pedestrian gates on Longfield or Mongleath Road.
- 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 avoid collision with any pedestrians. Similarly, on leaving the site, bikes and scooters should not be ridden until outside of the school perimeter.
- The gate at the bottom of the steps from the Mongleath Road entrance will be open until 9.00 am when it is locked and then reopened again at 3.00pm.
- Pupils can arrive on site from 8.35am 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. Parents must not enter the school through other external doors.

## 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 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, 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 8.35am.
- 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 green perimeter fencing/gate on the top path outside of Year 6.
- 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. Authorised users include taxi drivers with **unaccompanied** children in KS1. If parents accompany KS1 children in a taxi they should park in the roads outside of the school car park. For everyone safety taxis should not park in front of the entrance exit gates.
- Parents are only permitted to drive on to the school site in the case of an emergency.
- 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 – parking permits for this access **MUST** be applied for in writing to the school.
- The staff car park has 3 disabled spaces which can be used by parents/carers of pupils with a mobility disability. (Please note this refers to pupils only, not disabled parents). Please contact the school office if you wish to use one of the disabled bays.

## 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 make full use of the two School Crossing Patrol Officers, at Bickland Water Road and further down Mongleath Road.

### *Driving*

- Please always drive with due care and attention to pedestrians.
- On leaving Longfield Road, if you intend turning right towards Bickland Water 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.**

**Thank you for your co-operation**