



**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 01208 841306 or email [stkew@kernowlearning.co.uk](mailto:stkew@kernowlearning.co.uk)

## Introduction

St Kew 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

Gates open at **8.40am**

Start of the school day: **8.55am (Reception, KS1 and KS2) and 9.00am (Little Learners)**

End of the school day: **3.00pm (Little Learners) 3.10pm (Newton Class) 3.15pm (Armstrong and Einstein Classes)**

### Access

- All access onto or off the school site, for pupils and parents is on foot through either of the two pedestrian gates.
- Between 8.40am and 3.00pm pedestrians can access the school office through the gate nearest the reception via an intercom situated at the porch.
- 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.
- Gates will be opened at 8.40am and locked at 3.20pm. Apart from the gate leading to wrap around provision. Pedestrians can only access the building when using the doorbell.
- Pupils can arrive on site from 8.40am onwards; the school does not provide supervision before this time and so pupils must not arrive any earlier, unless booked into Breakfast Club, which begins at 8.00am.
- Between 8.55am and 3.15pm all parents and other visitors must enter and exit the building through the main reception/school office area.

## Access to School Site Arrangements

### Pre-School (Little Learners)

- Parents are asked to bring their child to the Little Learners transition room via the path around the outside of the school building, past the school kitchen.
- Pre-School sessions start at 9.00am and finish at 3.00pm where pupils can be collected from the Transition room by a parent or carer.

### Reception and Year 1 (Newton Class)

- On arrival at school, all parents are welcomed at the school gate nearest the school office.
- Parents are welcome to bring their children into the Newton classroom through the coloured fence gate on the playground; lessons begin at 8.55 am. Parents should bring their child into the classroom through the doors under the shelter and exit the site in the same way.
- At the end of the day all parents are expected to collect their child from the pedestrian gate at the top of the school playground 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.

### KS1 (Year 2) and KS2 (Years 3 to 6) (Armstrong and Einstein Classes)

- On arrival at school, all parents are welcomed at the school gate nearest the school office.
- Parents are welcome to bring their children into the school playground and we ask that parents leave their child at the cloakroom doors and encourage them to be independent at going into their classroom.



- Pupils must enter and exit the site on foot, pushing bikes and scooters as stated previously.
- At 3.15pm, staff will release their children from the pedestrian gate at the top of the school playground (Armstrong Class) and from the shelter at the entrance to the school building (Einstein Class) when they can see a parent or carer.
- Parents are asked to 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 must be made by the parent in person and in advance.

## **Key Stage 2**

- Children in Years 3, 4 5 and 6 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. Parents must confirm this with the school in writing.

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

- There is a large school car park for the use of school staff, authorised visitors i.e delivery vehicles, taxis provided by the Local Authority and for parents and carers at the beginning and end of the school day.
- A speed limit of 5mph applies in the school carpark.
- Drivers of authorised vehicles must be vigilant at all times when entering and exiting the site.
- Drivers of authorised vehicles should reverse in to parking spaces.
- Contractors may use the car park during the duration of works on site and to offload work tools and other necessary equipment.
- Staff are advised to park close to the school building for safety at the end of the school day.

## **Access for Disabled Pupils**

- The school is on a level site and therefore there are no access issues for pupils with a mobility disability. To ensure access to school is as easy as possible, parents of pupils with mobility disabilities or specific medical needs have the use of two clearly marked, designated spaces for disabled use only. Please note that "disabled" refers to the pupil, not the adult.
- No other vehicles should be parked in these spaces at any time.

## **Parking**

In order to ensure the safety of our pupils, staff, parents, carers and visitors, it is essential that a strict Car Park Policy is in place to manage parking on the school site. All stakeholders of St Kew, use the car park as a main point of access and drivers should be constantly aware of pedestrians in the car park.

## **Dogs**

- Dogs are not permitted on any part of the school site (with the exception of assistance dogs).

## **Smoking and Vaping**

- Smoking and vaping is prohibited on the school site.

**Thank you for your cooperation.**

