



**Kernow Learning**  
Building Excellent Schools Together

# Upton Cross Academy Access to School Site Policy

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Scheduled review date:	Spring 2027
Statutory or Best Practice policy:	Statutory
Appendices:	Yes
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 01579 362519 or email [uptoncross@kernowlearning.co.uk](mailto:uptoncross@kernowlearning.co.uk)

## **Introduction**

Upton Cross 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 **8.35am**

Start of the school day **8.45am**

End of the school day **3.15pm**

## **Access**

- All access on to or off the school site for pupils and parents is on foot, through either of the three pedestrian gates.
- Between 8.35am and 3.15pm pedestrians can access the school Reception through the gate nearest the reception via an intercom.
- 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 unlocked at 8.35am and locked at 3.25pm. 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 8.35am onwards; the school provides provision for the pupils to access the playground and play safely before school. Parents do not have access to the playground at this time.
- Between 8.45am 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**

### **EYFS and Nursery (Stara Class)**

- On arrival at school, all parents are welcomed at the school gate nearest the school office. Children are then led to their classroom.
- At the end of the day all parents are expected to collect their child from their classroom outside gate 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 and KS2**

- Pupils must enter and exit the site on foot, pushing bikes and scooters as stated previously.
- At 3.15pm KS1 and KS2 will release their children from their classroom doors when they can see a parent/carer.
- Staff will always work hard to accommodate individual arrangements for collection but these must be made by the parent in person and in advance.

### **Years 5 and 6**

- 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. Parents must email the school to confirm this.

**Access for Staff and Authorised Visitors**

- There is no school car park.
- There is parking available on all roads of Upton Cross crossroads.

**Access for Disabled Pupils**

- Pupils with a **mobility** disability may enter and exit the school site e.g. in a taxi or family car directly outside the school in temporary circumstances. Access arrangements need to be made via contacting the school office.

**Dogs**

- Dogs are not permitted on any of the school sites (with the exception of assistance dogs and the 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.

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**Thank you for your co-operation**

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