



King Charles
CofE Primary School



Access to School Site Policy

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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.

#AsOne
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Introduction

King Charles 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. This access to school site policy also applies to Tregenver Field.

Context - School day

KS1	8:45am - 3.15pm
KS2	8.45 am – 3.20 pm

Access

- All access on to or off the school site for pupils and families is on foot, through either of the two pedestrian gates on Sunny Lane or Albany Road.
- Between 8:35am and 3.30pm pedestrians can access the school Reception through the front foyer entrance on Western Terrace – please use the entrance through the hedge and use the ramp rather than move through the car park where vehicles may be in motion.
- 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 Albany Road and Sunny Lane entrances will be open at 8.35am until 8.45am when they are then locked and then reopened again at 3.10pm.
- Pupils can arrive on site from 8.35am onwards; the school does not provide supervision before this time and so pupils must not arrive any earlier.
- Between 8:45am and 3.15pm all parents, carers and other visitors must enter and exit the building through the main reception/school office area at the front of the school site via the Western Terrace entrance.
- There are Closed Circuit television (CCTV) cameras in operation around the school grounds.
- Access to the Tregenver site is through the main gates on Tregenver Road.

Access to School Site Arrangements

Reception and Year 1

- On arrival at school all parents/carers are welcome to bring their children to the classroom via the Albany Road gate; lessons begin at 8.45 am. Please bring your child to the classroom doors on the veranda. Parents should also exit the site in the same way.
- At the end of the day all parents/carers 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/carer.
- Staff will always work hard to accommodate individual arrangements for collection but these requests must be made by the parent/carer, either in person or via telephone or email to the school office, in advance.

Year 2

- In the morning, on arrival at school all parents/carers are welcome to bring their children to the Year 2 fire door via the Albany Road gate; lessons begin at 8.45 am. Parents should also exit the site in the same way.
- At the end of the day all parents/carers are expected to collect their child from the lower playground (waiting on the upper playground) and escort them safely, on foot, from the school



Year 3 and 4

- In the morning access to the school building for pupils is through the double doors outside the hall, which is accessed through the Sunny Lane gate.
- At the end of the day all parents/carers of Year 3 children are expected to collect their child from the lower playground (waiting on the upper playground) and escort them safely, on foot, from the school
- At the end of the day all parents/carers of Year 4 children are expected to collect their child from the upper playground (waiting on the upper 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/carer.
- Staff will always work hard to accommodate individual arrangements for collection but these requests must be made by the parent in person or via telephone or e mail and in advance.

KS2 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 parent/carer choice and responsibility.
- Children must enter and exit the site on foot, pushing bikes and scooters as stated previously.
- On arrival in the morning pupils enter the site through the gates accessed from Sunny Lane and into the building through the Year 5 doors.
- At collection time, Key Stage 2 staff escort their class to the playground where they are released to go home. Please note that in KS2 it is the parents'/carers' responsibility to make arrangements for pupils' journey home; pupils are not handed over directly to parents/carers 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, via telephone or e mail 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/carers are only permitted to drive on to the school site in the case of an emergency.
- 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 into parking spaces.
- Contractors may use the car park only to offload 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. (Please note this refers to pupils only, not disabled parents/carers).

Outside School Premises

In order to ensure the safety of our children we ask that all parents, carers and visitors take notice of the following.

Walking

- When crossing the road please use the pelican crossing on Western Terrace or safe spaces on other roads. We ask families to support us in teaching children to look both ways and use roads and paths safely.



Dogs

- Dogs are not permitted on any of the school sites (with the exception of assistance dogs).
- Please tether dogs well away from all school gates
- Please do not leave dogs unattended at the school gate or within Sunny Lane where there is a large volume of foot traffic.

Smoking and Vaping

- Smoking and vaping is prohibited on the school site.

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 King Charles School use the car park as a main point of access and drivers should be constantly aware of pedestrians in the car park.

Vehicles Authorised to Enter the Car Park

Only the following are authorised to bring their vehicle in to the school car park

- Authorised staff
- One parking space is made available for the Headteacher. *See plan of car park Appendix A.*
- Parents/carers of pupils with mobility disabilities or specific medical needs *(there is one, clearly marked, designated space for disabled use only. Please note that "disabled" refers to the pupil, not the adult. No other vehicles should be parked in this space at any time. See plan of car park – Appendix A).*
- 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 King Charles School. Private hire taxis should use alternative parking and passengers should access the school grounds on foot.
- Goods delivery vehicles are permitted to use the car park as individually arranged with the school.

Please note that no other vehicles are authorised to use the car park and no vehicles should be on Tregenver field.

*Due to the spaces available being limited, parking is allocated to specific members of staff.

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 the car park onto Western Terrace as egress is over a pavement.
- King Charles School and Cornwall Council are not responsible for any loss or damage to or from vehicles parked on the school site at any time.
- King Charles School reserves the right to refuse any vehicle/driver use of the car park.

Thank you for your co-operation



Appendix A

