



Policy Document:	ENTRY TO SCHOOL PREMISES PROTOCOL 2015
School's Lead Member of Staff:	HEADTEACHER
Lead Governors (monitoring):	FULL GOVERNORS
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Purpose:	To ensure that the Headteacher and The Governing Body establish effective school protocols.

Chair of Governing Body signature:

A handwritten signature in black ink, consisting of a large, stylized loop with a small mark inside, followed by a short horizontal stroke.

Protocol for Entry to CFS School Premises in the Mornings during Term Time

Christian Fellowship School collects and uses personal information about

- All parents and visitors are to enter and exit the building through the main doors only, and sign in at the office.
- The main gate in to school yard will be open at 8:20am. A member of staff will be on duty from 8:30.
- The whistle/bell is sounded at 8:45am.
- Reception will be brought in by parents through the reception double fire doors into Reception classroom. If parents enter Reception classroom, they will exit through the same door. The Reception fire doors will be open for parents to drop off from 8:40am. The school day begins formally at 8:45am
- Year 1-8 will line up in the yard. The form teachers will bring their classes in through the back Lower School door. Parents and visitors must not enter the building through any of the back doors from the yard.
- Years 9-11 (US) enter building through their designated doors at 8:45am.
- When necessary, children of staff members can be brought in with their parents through the main door at the office if they are arriving before 8:30 and will be supervised by their parents in a classroom or on the yard. Staff children to be ushered into playground at 8:30am.
- In the case of medical conditions the following applies: In cold weather children can wait in year 3 classroom from 8.30 until the bell goes. This should be arranged with the school in advance. Parents should sign their child in at the office on such occasions.
- In case of rain, the staff on duty in the yard from 8:30 may open the Lower School backdoor for children/parents to shelter in the stair well. This is at the discretion of the member of staff on duty.
- The main gate to the yard will be locked by a designated parent volunteer at 9.05am. Parents needing to pass on a message or see the school office should go round to the front of the school and enter through the main doors.

Changes to Late Procedure:

- After 9.00am all late pupils must come in through the main front entrance and sign the late book. This includes Reception children.